

High Meadows School

Job Title: **Technology Integration Specialist**

Department: Technology Department and Connections Team

Reports to: Director of Technology

FLSA: Exempt

Hours: 7:45 a.m. - 3:45 p.m., 190 days during school year (August to May) with 5 days prior to school year and 5 days after school year for a total of 200 days and additional summer hours. Summer hours paid separately.

High Meadows School is an independent, co-educational day school in Roswell, Georgia (a northern suburb of Atlanta) serving 385 children, preschool through eighth grade. The school's innovative, inquiry-based, integrated curriculum emphasizes the love of learning, creativity, meaningful connections and environmental responsibility. The school is highly respected and consistently recognized for best practices by major educational organizations including the International Baccalaureate Organization (IB) and SAIS-AdvancED.

Summary:

The Technology Integration Specialist is responsible for issues relating to technology curriculum innovation, instruction, and support at the school. This person should have a solid background with technology and its applications in the classroom and school with the communication and organization skills to assist and teach students, teachers, and staff in becoming better technology innovators.

The person in this position is required to be flexible and open to occasionally working outside of the standard faculty/school hours and school year schedule as needs arise. Position has same schedule work as that of a standard full-time teacher (~190 days) plus an additional 10 days beyond (typically the 5 work days before and after) with the responsibilities for assisting with new teacher training, staff training, school transitions, events, as well as other technology project assignments to be worked out with Director of Technology.

Please note: Summer hours *beyond* the 200-day Agreement is often expected and compensated for separately. This position requires the ability and willingness to handle physical labor including, but not limited to, carrying equipment, working on ladders, working in attics and crawlspaces, working outdoors, and using power tools and hand tools.

Major responsibilities include, but are not limited to the following:

- Assist faculty in becoming better technology innovators in their classrooms
- Develop and provide technology training and support for faculty and staff
- Conduct demonstration teaching in classrooms to model the integration and innovation of technology with instruction
- Develop and provide student technology courses and activities as assigned
- Provide technical assistance to staff and students on hardware and software to ensure its effective utilization
- Work with the Director of Technology to maintain and improve school-wide network/systems
- Help review and evaluate the application of educational technology and software prior to purchase and/or installation into classrooms
- Contribute to the development of the school's educational technology plans
- Contribute to the development to school's technology guidelines and policies
- Maintain expertise and keep current with education technology innovations and practices
- To perform other duties as assigned by the Director of Technology
- To support the school, its mission, and its leadership

Qualifications:

- Minimum of Bachelor's degree (teaching certification preferred)
- Experience in K-8 classroom use of instructional technology with students preferred
- Experience with a range of software, hardware, and operating systems
- Excellent people and communication skills
- Ability to work both independently and as part of a collaborative team
- Well-organized and self-directed

High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.

Please send resume to: Attn: Michael Rhodes, Director of Technology, mrhodes@highmeadows.org or fax, 770-993-8331. (Please, no phone calls. If you have previously submitted a resume to our school in the past three years, no need to re-apply. Only candidates selected for the next step will be contacted.)