



TECHNOLOGY AND INNOVATION SPECIALIST

SUMMARY: Under the supervision of the Director of Innovation in coordination with the Program Administrators, the Technology and Innovation Specialist is responsible for technology instruction for Kindergarten through 6th grade students and facilitating design projects that utilize the school's Innovation Center. This position will creatively provide students with foundational skills while also aiding in the exploration of new technology. Applicants will possess a growth mindset, innate curiosity, and commitment to student-driven learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

Teaching and Learning

- Facilitates developmentally appropriate learning around technology for K-6 that utilizes traditional and new tools to promote student agency and responsible use. Technology Curriculum includes, but is not limited to, digital citizenship, robotics, coding, media creation, Internet literacy and digital portfolios.
- Demonstrates a high degree of digital literacy including safety, ethical use, troubleshooting, and research.
- Works collaboratively with classroom teachers to assist them and their students with lessons and projects that require technology integration.
- Works alongside the Director of Innovation to design and facilitate problem- and design-based projects.
- Demonstrates a working knowledge of the Design Thinking process and its use in elementary education.
- Provides one-on-one guidance and support for students pursuing individualized design and technology projects that may include the use of digital fabrication tools.
- Works with the Director of Innovation to create and deliver faculty in-service trainings on the topic of technology integration into the curriculum.
- Evaluates students' progress within the curriculum both verbally as well as in writing.

Additional Professional Responsibilities

- Meets on a weekly basis with the entire Technology Team in order to report classroom technology issues, discuss technology products and trends relevant to CEE, and help coordinate improvements in technology instruction.

- Participates as a school educational technology leader, and member of the Tech Task Force, by modeling responsible use and lifelong learning.
- Stays abreast of current trends in educational technology and participates in the local technology educators group, InTELA (Independent Technology Educators of LA).
- Shows an understanding of the Maker Movement and its value in education.
- Proactively encourages thoughtful action and reflection throughout student project steps.
- Works collaboratively with the Director of Innovation to maintain the Innovation Center with various tools, equipment, and STEM supplies.
- Communicates with children in a positive manner. Communicates clearly and honestly with parents, administrators, and colleagues about curriculum, children, and child development issues, both verbally and in writing.
- Demonstrates professionalism through reliability, punctuality, cooperation, organization, and participation in meetings and staff development opportunities, as well as personal appearance and self-care.
- Provides for the physical safety of children through anticipation and removal of hazards, visual observation of children, and by appropriately responding to injuries as well as unexpected circumstances.

TECHNICAL SKILL REQUIREMENTS

- High proficiency with Apple computers and mobile devices, and familiarity with other operating systems.
- Demonstrates proficiency in office productivity software including Google Drive, Apple Productivity Suite, and Microsoft Office.
- Experience with digital media creation and publishing including editing video, photography, graphics and basic web design.
- Familiarity with coding and robotics systems and software including Scratch, LEGO EV3, LEGO WeDo, and Hummingbird Robotics.
- Ability to learn new software and hardware in a timely fashion and troubleshoot when necessary.
- Experience using LMS and SIS solutions.
- Experience with digital fabrication including 3D modeling software, additive 3D printing, and laser cutting.
- Comfortable with a variety of hand and power tools, and can model safe and careful use.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty to the satisfaction of the administration. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE: BA, and preferably an MA, in related technology or educational technology field. Elementary teaching experience required.

BEHAVIORAL SKILLS: Demonstrates personal integrity, friendliness, patience, fairness, openness, non-defensiveness, sensitivity, flexibility, and enthusiasm.

LANGUAGE SKILLS AND MATHEMATICAL: Ability to read, analyze, and interpret written documents pertinent to technology. Ability to write reports, keep records, and communicate with faculty, students, administration and parents. Ability to verbally present information clearly and respond to questions from children, parents, colleagues, administrators and visitors. Ability to add, subtract, multiply and divide; create and interpret graphs, compute ratio and percent and use a calculator.

REASONING ABILITY: Ability to solve practical problems and apply common sense in dealing with everyday and emergency situations. Ability to listen and respond to technical problems presented by colleagues. Ability to interpret a variety of instructions in written, oral, diagram and schedule form.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is required to stand, walk, sit, climb, use hands, or crouch. The employee must occasionally lift and/or move children of all sizes in the classroom. Specific vision abilities required include close vision, distance vision, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an administrative assistant encounters while performing the essential functions of the job. The noise level in the work environment varies from quiet to moderate to noisy.