THE**THACHER**SCHOOL

Academic Technology Integrator

JOB SUMMARY

The Academic Technology Integrator (ATI) is responsible for supporting the Thacher faculty in their exploration, adoption, implementation, and evaluation of academic technologies. The ATI supports the professional growth of teachers primarily through one-on-one and small group trainings, but also contributes to larger initiatives such as summer workshops, faculty in-service days, and student orientations. The overall goal of the ATI is to inspire in the faculty a mindset of curricular innovation that enhances the teaching and learning experience for teachers and students. This work will be part of a full-time faculty position with teaching, extra-curricular and advising duties as well as several weeks of summer work.

REPORTS TO

Director of Studies

ESSENTIAL FUNCTIONS

1. Direct faculty support
    a. Assist teachers in their continued use, exploration, and adoption of academic technologies and instructional design techniques
    b. Provide direct support and feedback to teachers before, during, and after classes, with a long-term goal of helping teachers to gradually become more comfortable and confident as integrators of new technologies and techniques
    c. Organize and deliver professional growth opportunities, both formal trainings and informal learning experiences, for faculty via:
        i. One-on-one meetings and small group cohorts
        ii. Collaborations with department heads, departments, and deans
        iii. Drop-in sessions during breaks, lunch, and after school
        iv. Professional in-service day trainings and summer trainings
        v. All-school and all-faculty presentations
        vi. Off- and on-campus visits with other schools
        vii. Online and self-directed activities
    d. Analyze and assess—both informally and formally—academic and instructional technology initiatives, pilots, and innovations, and provide feedback and direction for improvements to those programs
2. Student support
    a. Organize workshops, boot camps, and orientations for students throughout the calendar year, particularly at the start of the academic year for new students
    b. Provide assistance to students working on multimedia, digital media, and other projects related to academic technology integration initiatives

3. <u>Curricular development and research of emerging and new technologies</u>
    a. Research, explore, test, pilot, and recommend new technology solutions and techniques, including hardware, software, digital texts, and general methodologies
    b. Model and demonstrate academic technology best practices and an innovative mindset
    c. Develop relationships with external organizations, associations, and companies that support the long-term goal of exposing students and teachers to emerging technologies and techniques
    d. Compile, curate, and compose self-help resources and training materials
    e. Facilitate discussions with the Thacher community on topics of mindfulness and wellness, including appropriate and balanced use of technology
4. <u>Other initiatives and programs</u>
    a. Support other initiatives as directed, such as: a maker space, innovation lab, robotics and engineering clubs, and library database research
    b. Provide general technology assistance as necessary for end-users, particularly in the areas of AV training, LMS and SIS systems support
    c. Serve as the application administrator for certain systems as directed, such as the learning management system
    d. Offer student electives and/or club opportunities in relevant areas
    e. Teach one or more classes as assigned
    f. Participate in co-curricular, student life, advisory, faculty, and dorm life experiences outside of the regular work day as assigned

KNOWLEDGE, SKILL, AND EXPERIENCE

- Minimum of a Bachelor's degree from an accredited college or university
- Graduate degree preferred in a related field
- Minimum five years experience as a teacher
- Experience giving formal trainings to teachers preferred
- Proficiency in current and emerging academic technology tools and instructional technology techniques
- Ability to work with and train all levels of users, from novice to advanced
- Ability to deliver inspiring and well-organized oral presentations
- Ability to develop clear and easy-to-follow written help documents and instructional videos
- Ability to assess the efficacy of major initiatives, by gathering and analyzing data, both quantitative and qualitative, as well as designing and implementing formal rubrics and surveys
- Active engagement in external academic technology learning networks and associations
- Enthusiastic learner of new and emerging technologies and pedagogies