

Marin Primary & Middle School Job Description

Title: Technology Integration and Innovation Specialist
Reports to: Head of School
Status: Full Time, Exempt Employee

The technology integration and innovation specialist demonstrates the passionate, hands-on interest in technology necessary to propel MP&MS forward in all areas related to the integration and innovative use of technology within the school's overall program. The TIIS will support and inspire students, teachers, and parents in areas in which technology can impact and improve students' learning experiences, the classroom environment, and communication. This position requires the ability to share this passion with others, to lead teachers and administrators to collaboratively develop strategies to enhance teaching and learning, and to support parents as partners in their children's education as the school addresses the needs of 21st century learners and prepare them for their future.

The technology integration and innovation specialist will evaluate the school's current use of technology as an educational tool and lead the school in identifying and evaluating next steps in technology integration. This includes technology in the classroom (laptops, iPads, interactive whiteboards, projectors, and other devices) as well as resources designed to meet the needs of students with learning differences. The technology integration and innovation specialist will collaborate with the school's network administrator to ensure that technology works effectively for students and teachers, with the Library Media Center team to support media literacy programs, and with the communication manager on areas related to the school's website, social media tools, and other communication vehicles.

Areas of Responsibility Include:

Leadership

- Demonstrate perspective as a teacher-leader with a passionate interest in, and comprehensive understanding of, the vital role of technology in the learning process within all areas of the curriculum, communication, and in the overall lives of students, teachers, and parents
- Collaborate with the head of school, division directors, and faculty to strengthen and develop new curriculum strategies and effectively integrate technology into all subject areas, with a focus on those related to STEAM (science, technology, engineering, arts, mathematics)
- Identify relevant resources to best support faculty and staff in establishing learning networks, and, develop relationships with technology leaders in other schools
- Bring new ideas to the school to enhance the use of technology at MP&MS

Students

- Develop and maintain a list of basic applications and skills students should learn, including word processing, spreadsheets, and presentation models
- Provide basic instruction to students as needed in collaboration with classroom teachers; make recommendations for new programs and seek outside resources in areas such as coding
- Provide opportunities for students to use technology to become problem solvers, critical thinkers, content creators, and producers of knowledge
- Collaborate with the librarians and classroom teachers to ensure that students become safe, ethical and information literate users of technology as they acquire research skills and use online resources for information and communication

Classroom and Specialist Teachers

- Collaborate with the Library Media Center team and other members of the school's technology staff to meet the needs of teachers and other school staff
- Support classroom and specialist teachers in use of technology in the classroom to strengthen the learning experience and to support communication with parents and with teaching colleagues
- Provide ongoing staff development related to technology and support teachers by identifying outside professional development opportunities
- Monitor technology skills of faculty and provide support as needed
- Provide leadership to integrate technology into all areas of the curriculum

Parents

- Assist parents in understanding the role of technology in the curriculum
- Provide opportunities for parents to learn about specific technology and communication systems used by the school through meetings, online info-graphics, and other strategies
- Inform parents about emerging technology opportunities and issues through blogs and other means of communication

Technology Systems

- Maintain an accessible database of resources for staff
- Monitor and support management, circulation, and care protocols for all school devices:
 - ❖ Ensure preparation of all devices for students when school opens for the new year
 - ❖ Maintain and provide ongoing technical support of all devices for students, faculty and staff
 - ❖ Develop protocols to address device failures during the year
 - ❖ Develop protocols to collect and catalog devices at the end of the year
- Secure outside support to manage necessary system updates and software installations as needed
- Maintenance, daily upkeep, and ongoing technical support of all devices for students, faculty and staff

Experience and Qualifications

- Experience as a classroom teacher in primary or middle school
- Experience using and managing school technology
- Office 365 experience preferred. We are currently an Apple environment using Office 365 across one-to-one iPad and laptop programs for students in 4th-8th grade.
- Broad knowledge and an appreciation of child development in young children and adolescents
- Knowledge of curriculum, especially those areas related STEAM (science, technology, engineering, arts, mathematics)
- Ability to establish effective and collaborative working relationships with students, teachers, and parents
- Creativity, flexibility, and a growth mindset, with interest in begin part of a community of learners
- Strong organizational and time management skills
- Excellent written and oral communication skills
- Knowledge of currently available hardware, software programs and resources to support students and teachers in a preschool through eighth grade school
- Familiarity with video production and media programming
- Knowledge of emerging social media and best practices in media literacy programs for students
- Understanding of copyright laws and best practices related to instruction in areas such as plagiarism, information searches, and current standards for research citations