



Position Description

Position Title: Academic Technology Coordinator

Department / Division: Information Services

Reports To: Director of Technology

Created/Updated: February 2022

Job Summary

The Academic Technology Coordinator's primary responsibility is to empower students and teachers to use technology to improve teaching and learning in grades PS-12. In coordination with Technology department staff, the Academic Technology Coordinator will ensure the alignment and progression of the student technology experience across all divisions and serve as an important resource for students, faculty, and parents.

Roles and Responsibilities

- Collaborate with faculty to assess needs and recommend suitable technology and activities for curriculum
- Assist faculty in lesson planning that involves information literacy skills and technology tools
- Support student and faculty use of school-provided classroom technologies such as Google Workspace, Canvas LMS, as well as additional applications selected by faculty for their courses and divisions
- Supply basic hardware and software support for iPads and Chromebooks provided to students as part of the School's 1:1 program and assist in troubleshooting related problems submitted to the Help Desk
- Train students and faculty on hardware or software use in one on one or group settings
- Curate and maintain digital training resources for students, faculty, and parents
- Work closely with Technology staff to monitor, evaluate, and implement effective device deployment into classrooms
- Assist with implementation of the School's new SMART Board initiative, including supporting faculty to develop skills to leverage interactivity in the classroom
- Serve as a member of Academic Committee, collaborating with Middle and Upper School Division Heads and department chairs to develop academic initiatives and programs, particularly in the area of technology
- Lead the Technology Working Group; a cross-division group of faculty and staff tasked with exploring and discussing areas of new pedagogies of learning in technology.

Key Skills and Qualities

- Creative, innovative, and passionate about education and technology
- Experience conceiving, building, and conducting professional development opportunities for faculty
- Classroom teaching experience preferred
- Experience supporting and troubleshooting multiple computing platforms
- Experience with Learning Management Systems
- Experience with Mobile Device Management solutions preferred
- Ability to quickly learn unfamiliar tools in order to readily assist others
- Ability to interact positively at all levels of technical aptitude
- Desire to be part of building the larger school culture and community, particularly with regards to diversity, equity and inclusion efforts
- Ability to communicate and collaborate effectively with colleagues

Physical Requirements and Work Environment

- Occasionally lifts up to 30 pounds
- Generally works in standard office conditions and climate

- Routinely works in a fast-paced and professional environment dealing with a wide variety of challenges, deadlines, and people
- Often works at a desk and computer for extended periods of time
- Usually works in a school environment with frequent contact with students.