

Academic Technology Integration Specialist

Laurence School, a kindergarten through sixth grade school in Valley Glen, California is excited to announce a new opportunity due to growth and increased technology on campus.

The Academic Technology Integration Specialist is a member of the faculty and the Technology Department. This position collaborates primarily with faculty, inside and outside of the classroom, to support curriculum, instruction, and academic technology integration efforts and activities K-6. We are looking for technology enthusiasts who can demonstrate a passion for their field and who can contribute on many levels.

Posted

January 16, 2013

School

Laurence School

Position

Academic Technology Integration Specialist

Description

Laurence School, a kindergarten through sixth grade school in Valley Glen, California, is excited to announce a new opportunity due to growth and increased technology on campus.

Introduction: The Academic Technology Integration Specialist is a member of the faculty and the Technology Department. This position collaborates primarily with faculty, inside and outside of the classroom, to support curriculum, instruction, and academic technology integration efforts and activities K-6. We are looking for technology enthusiasts who can demonstrate a passion for their field and who can contribute on many levels. The ideal candidate will have strong interpersonal skills. We are a collaborative team, so the ability to work independently is a must, as is the need to be an excellent communicator and team player.

RESPONSIBILITIES and DUTIES:

Assist staff with academic technology integration:

- Provide professional development to teachers to help create lesson plans that integrate academic technology in various curricular area and then model technologically-integrated lessons for teachers
- Participate in ongoing professional development in order to research and identify current best practices related to the integration of academic technology.
- Lead the Monthly iPad Leadership Team and Provide Professional Development using our Tech Tuesday Meeting.

- Coach and model with classroom teachers to help teachers understand and implement best practices in regards to academic technology integration.
- Help Teachers with Updating and Posting Homework/Newsletters to each Class Webpages.
- Assist with updating Report Cards, on the school's database.

Manage school educational technology:

- Recommend technology that supports curricular and administrative goals.
- Assist with curriculum development as it relates to educational technology.
- Model instruction for teachers and teach students in the appropriate use of technology.
- Develop and teach 2 after school classes/week and summer camp computer classes.
- Help Manage the school iPad program, including researching and purchasing apps, writing an iPad implementation plan and teach 1st grade iPad class.
- Maintain accurate inventory of all school educational technology software and apps purchases.
- Assist students with technology intensive projects. (Student Filming Project and LEGO Robotics)
- Provides technical assistance to teachers, students, and parents, in person, telephone, and via email.
- Manage online instructional applications and assist with technology-based testing programs
 - o Spanish - Rosetta Stone
- Monitor and coordinate all activities in the Technology Labs.
- Assist in the development and implementation of the school wide Technology Plan.
- Prepare and help manage the annual technology budget with the Director of Technology.
- Performs other such duties as related to the position and as assigned by supervisors.

QUALIFICATIONS:

- Bachelor's Degree required, Masters or higher preferred from an accredited college or university. Preferably in Instructional Technology or related course of study.
- Successful classroom teaching experience preferred.
- Experience with managing Google Apps.
- Familiar with Evernote, Google Drive, Dropbox, and iCloud.
- Strong verbal and written communication skills.
- Excellent organizational skills.
- Ability to prioritize and handle multiple tasks simultaneously.

- Experience integrating technology into all subject area curricula.
- Strong pedagogical skills and understanding of the needs of adult learners. (i-e. Classroom Teachers)
- Leadership and facilitation skills including the ability to run effective meetings.
- Knowledge and skills in the application of audio visual materials and technologies in an educational setting.
- Previous troubleshooting experience and knowledge of audio/video academic technology such as televisions, document cameras, projection equipment, sound systems, cameras, and other peripheral devices preferred.
- Ability to communicate effectively with all students, staff, and members of the community, including parents.
- Ability to train staff on how to effectively use school defined instructional technologies including software and hardware.
- Knowledge of Apple, Windows, and iPad (IOS) computers and related equipment and operating systems with strong skills in the area of multimedia preferred.

GOAL: Facilitate a learning community through collaboration and Professional Development opportunities with the purpose of improving instruction, achievement, and technology integration.

AVAILABILITY AND COMPENSATION

The candidate would be available on a full-time basis. We offer competitive compensation based on the candidate's experience level. Additionally, for full-time employees, we offer competitive health, dental, vision, and 401K benefits.

HOW TO APPLY

No phone calls please. Please send cover letter, describing how your experience and skills will contribute to the position, along with your resume to:

academictechjobs@laurenceschool.com

Contact

Tyler Nguyen

academictechjobs@laurenceschool.com