

JOB DESCRIPTION

POSITION TITLE: 21st Century Learning Specialist - Lower School

POSITION PURPOSE: To develop and facilitate the acquisition of 21st century digital literacy skills among faculty and students based on the ISTE NETS standards. We are looking for a forward-thinking, innovative educator who is passionate about technology, digital literacy, 21st century learning, and facilitating teacher growth.

PREFERRED QUALIFICATIONS: Bachelor's degree with a minimum of 3 years of teaching experience. Must be enthusiastic and knowledgeable about Web 2.0 and other digital tools and technologies. Must have excellent verbal and written communication skills; be self-directed, motivated, and a life-long learner. Eager to help teachers and students become independent learners and models of the ISTE NETS standards. Operates under the supervision of the Director of Information Technology; works closely with the Head of Lower School and the Director of Studies.

REPORTS TO: Director of Information Technology

POSITION STATUS: Exempt, FT, 10 Month

EXPECTATION: Serve as a positive role model who supports the mission, vision and core values of the school.

MAJOR DUTIES & RESPONSIBILITIES:

GENERAL:

1. Work with all major departments and divisions to achieve strategic initiatives.
2. Must maintain professionalism in dress, speech and manner.
3. Must have the ability to get along with, communicate and deal effectively with all school personnel, school parents and community.
4. Willingness to perform in a manner that reflects positively on the school.
5. As a member of the HTEA team, perform all duties as requested by the Headmaster.

LEARNING SPECIALIST:

1. Collaborate with teachers and administrators to develop curriculum materials and specific lesson plans based on the ISTE NETS standards.
2. Model the integration of technology and the ISTE NETS standards in all curriculum areas.
3. Collaborate with faculty, technology staff, and students to evaluate and select appropriate digital tools.
4. Assist teachers with integrating school iPads into the curriculum.
5. Provide individualized and group professional development for teachers and administrators.
6. Actively seek out opportunities for professional growth. Learning Specialist is expected to maintain an active personal learning network via social media platforms such as Twitter. Sharing of experiences and educational resources via blogging and/or other social media is expected.

7. Promote partnerships that support the academic success, career readiness, and general well-being of all children.
8. Evaluate on an ongoing basis the effectiveness of ISTE NETS standards implementation.
9. Adhere to and communicate copyright as well as other laws and guidelines pertaining to the distribution and ethical use of resources.
10. Maintain professionalism in all relationships, responsibility, confidentiality, corporate loyalty, dress, speech and manners. Promote and model digital citizenship, etiquette, and responsibility.
11. Serve as Lower School administrator for online resources such as EasyTech, ThinkCentral/Math in Focus, Zaner-Bloser, Reading Street, etc.
12. Perform other duties as requested.