



**St. Mary School, 735 Union Road, Vineland, NJ 08360**

**Phone: 856-692-8537 Fax: 856-692-5034**

**Position Title: Technology Integration Specialist**

**Terms of Employment: Full time 12 month contract with benefits – *Immediate Opening***

**Department: Technology**

**Reports To: Principal**

**Contact: Send resume via email to Mr. Steven P. Hogan, Principal at [principal@smrschool.org](mailto:principal@smrschool.org)**

**Primary Function:** The Technology Integration Specialist (TIS) is a full time position (12 months). The TIS coordinates efforts to support and develop the use of technology as a tool to support teaching and learning. Serves as coach and mentor to assist faculty in implementation and integration. TIS also plays a role in working with students and supporting co-curricular programs involving the use of multimedia resources. Minor computer setup, repair and maintenance.

As a member of the faculty and staff you are expected to give witness to the mission of St. Mary School. In addition to regular faculty and staff responsibilities, St. Mary School encourages all members of the faculty and staff to be involved in the life of the school beyond the office. The school offers a wide range of co-curricular, intramural and interscholastic programs.

Responsibilities include:

- Meet with Administrative staff and members of the Technology Committee on a regular basis to assess needs and recommend suitable technology.
- Assist in the formulation of technology plans for St. Mary School.
- Provide workshops and training for faculty in educational technology skills and applications.
- Assist in troubleshooting hardware and software problems. Perform minor technical repairs.
- Assist in maintaining the inventory of all hardware, software and electronic media.

- Assist faculty in computer labs and classrooms with curriculum lessons requiring the use of technology.
- Assist students in the computer labs and library with applications as needed.
- Assist faculty in developing units, projects, or other educational technology applications within their curriculum.
- Assist and support faculty in developing a 1:1 learning environment in their classrooms.
- Act as a central participant in the school's ongoing 1:1 planning, including chairing the Technology Committee.
- Maintain the school's web-based academic media tools (online textbooks, G-suite, Ren Web), including the video archive, digital display boards, and digital bulletins.
- Be a consistent presence on campus in locations where technology is being integrated, especially during technology –integrated instruction and other technology-mediated activities.
- Responsible for maintenance of Chromebooks and I-pad repairs, insurance, distribution and collection.
- Maintain licenses and subscriptions for the technology infrastructure of the school.
- Maintain CIPA (Child Internet Protection Act) compliance (Untangle, Sonic Wall, and ESET).
- Collaborates with School Administration, Technology Committee and staff to ensure infrastructure and tools are available to carry out school and technology initiatives.
- Conducts research about advancements in technology tools and resources to inform decision-making.
- Gathers and disseminates information (e.g., grants, policies, professional development opportunities) relevant to instructional technology.
- Participates in ongoing professional development related to job responsibilities and maintain expertise in the field.
- Provide data analysis for standardized test scores
- Performs other duties as assigned.

**Necessary Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and /or ability required to perform these essential duties. This list is intended to be illustrative, but not exhaustive.

- A bachelor's degree in Computer Science or Instructional Technology or Master's degree in Instructional Technology. Specific training in computer science or its use in the educational setting is required.
- Experience as a successful full-time classroom teacher.
- Some desktop support experience preferred.
- An understanding of appropriate uses of technology in the educational setting, particularly as regards mobile technology in a 1:1 learning environment.
- Technology skills in up-to-date computer software, including word processing, database, spreadsheet, web page development, presentation, digital video and audio editing, image processing, graphics applications and social media.

- Competency with Windows computers and software, in particular Microsoft Office.
- An understanding of the Windows operating system, in particular Windows 7 to Windows 10, as well as Windows server 2008.
- An understanding of Chrome OS, G-Suite (Google Apps) and Chrome Books.
- An understanding of the Mac OS X operating system, in particular 10.6, 10.7, and 10.8.
- Competency in iOS software and iPad functionality.
- An understanding of TCP/IP networking.
- Current knowledge of available and emerging technologies, especially as regards mobile computing.
- Demonstrate knowledge of new computer, video, communication, web-based technologies, curriculum design, and working knowledge of instructional design and assessments.
- Ability to effectively communicate with faculty regarding technology use in both oral and written form.
- Ability to effectively train faculty in technology use.
- Demonstrate the ability to establish and maintain positive, effective working relationships with staff, students, and the community.
- Demonstrate effective time management, organizational skills, and prioritization of work to meet the needs of users.
- Demonstrate initiative, flexibility, and the ability to work independently.
- Demonstrate enthusiasm for the use of technology.
- Knowledge of sound teaching strategies.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job, the employee is required to stand; walk; use hands and fingers to handle or feel objects, tools, or controls; and talk or hear. The employee will work several hours at a time at a computer, typing and viewing information on a screen. The employee is required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than an average person while performing the duties of this job.

Occasionally the employee may lift and /or move up to 50 pounds such as computer hardware. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.