

# EDUCATION TECHNOLOGY SPECIALIST (ED TECH SPECIALIST)

**Department: Elementary School**

**Reports To: ES Education Technology Coordinator / ES School Assistant Principal**

## **Job Summary:**

The Educational Technology Specialist provides dynamic support to the development, implementation, coordination and evaluation of the School's educational technology program for the express purpose of promoting student learning and enabling students to develop the skills and attributes they each need to meet their own goals.

## **Qualifications:**

- College graduate preferably with a background in education technology or elementary education
- Excellent English communication skills - both verbal and written
- Internationally minded with a high level of cultural sensitivity
- Experience with or understanding of various educational technologies
- Two years of demonstrated success in providing technology support, preferably in a school setting, with a focus on educational technology
- Proven ability as a solid team player with a 'can-do' attitude and able to work flexible hours outside of the regular school day
- Excellent interpersonal skills
- Ability to adapt to different people, situations and contexts, showing flexibility and understanding
- Proven ability as an innovative, results oriented, self-motivated, energetic, creative problem solver
- Experience in assisting educational technology program development as well as facilitating its implementation
- Ability to motivate and inspire others and to assist in leading change successfully
- Strong organizational and time management skills
- Experience with inquiry-based education and concept-based curriculum and instruction

## **Key Responsibilities:**

- Supports the set up and maintenance of ES learning apps and subscriptions.
- Works with the classes to integrate technology in meaningful ways. This will include the support of in-class technology initiatives as well as providing support to faculty on the use of age-appropriate technology.
- Where appropriate, provides leadership and professional development to educators to maximize their impact in support of student learning.
- Works with new and emerging educational technologies for the express purpose of applying these tools to support student and faculty learning, growth and development.
- Demonstrates a commitment to continuous professional growth and development.
- Troubleshoots to minimize problems.
- Collaborates with classroom teachers to use appropriate technology.
- Supports students' technology experiences within the grade level classrooms.
- Sets challenging expectations for students and promotes ISM's dispositions and skills.
- Organizes, coaches and supervises small groups of ES students during recess as part of the Tech Hive program
- Fosters and sustains a community that rejects all forms of discrimination.
- Assists in developing and maintaining safe spaces for all individuals at ISM.
- Performs other duties as assigned by the Educational Technology Coordinator, Assistant Principal or Principal.