Job Title: Educational Technology Support Specialist
Job Type: Full-time, Year-round
Reports to: Dean of Faculty and Curriculum

Position Overview: The Educational Technology Support Specialist will be responsible for supporting and maintaining the institution's educational technology systems and accounts to ensure seamless integration and use in teaching and learning. This role involves working closely with classroom teachers and the IT Team to implement, maintain, and troubleshoot educational technology tools, systems, and accounts, while providing ongoing coaching to faculty and staff.

Key Responsibilities:

Account Management & Technical Support

- Assist in the setup, maintenance, and management of educational systems and accounts, including but not limited to Learning Management Systems (LMS), classroom technology, and digital platforms.
- Provide technical support for ed-tech tools by answering support tickets, troubleshooting issues, and assisting educators and students with resolving technical challenges.
- Assist with system updates, software rollouts, and integrations as needed.
- Collaborate with IT team to ensure that educational systems are properly integrated, secure, and performing optimally.
- Assist with updating and managing the eCampus bookstore to support access of digital materials by students and teachers.
- Maintain accurate records related to system access, troubleshooting, and user support.

Coaching Support and Professional Development

- Provide personalized, one-on-one coaching for teachers to integrate technology into their instructional practices.
- Support teachers in identifying appropriate technological tools to enhance curriculum delivery and student engagement.
- Model effective technology integration in the classroom, offering hands-on support as teachers implement new strategies.
- Observe classroom instruction and provide constructive feedback on the use of educational technology in lesson planning and delivery.
- Design and facilitate ongoing professional development workshops, webinars, and training sessions focused on the use of educational technology.

- Create and curate resources, lesson plans, and tutorials to support teachers in their technology integration efforts.
- Stay current with trends in educational technology, recommending new tools and solutions that support instructional goals and improve the teaching and learning experience.
- Monitor and support the use of assistive technologies, ensuring accessibility and equitable learning opportunities for all students.
- Work with teachers to ensure proper use and implementation of digital resources, ensuring technology enhances student engagement and learning outcomes.
- Foster a culture of continuous learning by encouraging teachers to experiment with and reflect on their use of technology.
- Assist in assessing the effectiveness of technology use in the classroom through data collection, feedback, and observation.

Teaching:

- Teach one section of robotics or other STEAM-related course in the Middle School or Upper School.

Qualifications:

- Bachelor's degree in Education, Educational Technology, Instructional Design, Information Technology, or a related field (Master's preferred).
- Proven experience as an educator and learning coach with at least 5 years of teaching and coaching experience, preferably in a K-12 environment.
- Proficiency in managing Learning Management Systems (LMS) and educational software tools.
- Proficiency with Google Apps for Education and Apple devices.
- Deep understanding of the ISTE Standards for Students and Educators
- Familiarity with educational methodologies like blended learning, flipped classrooms, or personalized learning.
- Experience with managing user accounts, permissions, and access control in educational systems.
- Strong knowledge of various digital platforms, multimedia tools, and classroom technology.
- Excellent problem-solving, troubleshooting, and technical support skills.
- Strong communication and interpersonal skills, with the ability to collaborate effectively with educators, administrators, and the IT team.
- Ability to design and deliver training sessions for diverse groups, from beginner to advanced users.
- Passion for improving educational outcomes through the use of technology.

Interested candidates should submit their cover letter and resume by February 13, 2025, to Dr. Anna Baralt at abaralt@shorecrest.org.