

**EDUCATIONAL TECHNOLOGY COORDINATOR**  
**LOUISVILLE COLLEGIATE SCHOOL**

**REPORTS TO:**

Dean of Faculty

**PRIMARY RESPONSIBILITIES:**

- Serve as the school's leading voice and resource for integrating best practices regarding educational technology and student learning
- Provide on-going training, support and professional development for faculty with respect to technology as it pertains to teaching, learning and professional growth
- Lead two Lower School technology classes
- Co-Teach 4th and 5th Grade robotics classes
- Oversee and coordinate robotics program for grades 4-8
- Annually update Educational Technology Curriculum Framework
- Assist faculty with applicable technology issues
- Make decisions to match teacher needs with appropriate technology resources in both a reactive and proactive manner
- Assist faculty in teaching grade-level technology projects in the computer lab
- Manage the Hall Educational Technology Center inventory

**REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:**

- Experience collaborating with and mentoring teachers in ways that empower teachers to reflect on and improve their own teaching with technology
- A degree in teaching, education, or education technology
- Knowledge of hardware and software for JK-12 academic environment, including developmentally appropriate research and educational gaming sites for children
- Experience in creating and suggesting open-ended grade level technology projects that foster hardware and software use in developmentally appropriate and challenging ways
- Experience in configuring local workstations; previewing, ordering and installing software; and identifying, acquiring and maintaining hardware
- Proven organizational skills
- Excellent communication skills both written and verbal

**ADDITIONAL RESPONSIBILITIES:**

- Teach parents to access and use the school's web-based applications
- Work collaboratively with the Dean of Faculty and Director of Technology Operations to develop an appropriate budget for educational technology needs
- Incorporate coding skills as part of the intermediate level technology courses
- Collaborate regularly with the Director of Technology Operations and Dean of Faculty
- Actively seek out and participate in tech related professional development that includes the latest up-to-date educational technology hardware and software offerings and trends
- Provide technology set- up and implementation assistance for school events as needed
- Participate in co- and extra-curricular activities as necessary
- Support the school, its mission, and its leadership
- Perform other duties as assigned by the Head of School

*April 2021*