



# INCARNATE WORD ACADEMY

*A Catholic College Preparatory for Young Women, Est. in 1873*

**Title:** Educational Technologist  
**Supervisor:** Principal  
**FLSA:** Exempt

**Requirement:** Bachelor's Degree, teaching experience, ability to work with faculty of varying technology experience and ability levels

The position includes duties as Instructional Technologist and as active contributor to the overall growth of students and the school. Will perform all other day-to-day duties as a full time staff member at Incarnate Word Academy.

**Hours:** 7:30 – 4:00 Monday to Friday, with occasional evening and weekend work as needed.

**Days:** 190 days per school calendar, with an additional 5 days prior to the first day of in-service and 5 days follow the last day of in-service.

## **MISSION, VALUES AND SENSE OF COMMUNITY**

- Ensures that the mission and values of the Academy are upheld within the department.
- Gives witness to integrity and respect while representing Incarnate Word Academy in the broader community.
- Engages and becomes part of the Incarnate Word Academy community.
- Serves all IWA families with compassion and respect.

**Position Summary:** Provides instruction, training, and resources in order to facilitate the use of technology in the classroom, which will increase content learning while strengthening technology skills of students, teachers and staff.

## **ESSENTIAL RESPONSIBILITIES**

### **Resource**

- Provides resource information relating to new techniques and practices that relate to the use of technology and that enable students to use technology as a learning tool.
- Researches information on best practices for use of classroom technology and best practices for technology integration.
- Identify appropriate use in all types of classroom applications.
- Informs teachers of new technologies or software, which may assist in developing concepts of, content specific materials.
- Identify trends in software, curriculum, teaching strategies and other resources.
- Participates in the development of activities that help integrate technology into various curriculum areas.

- Helps to identify technology oriented leaders in each academic discipline.

#### Classroom support

- Provides input in the development of programs that enable students to use technology as learning tools.
- Provides training to teachers to ensure integration of student computer competencies.
- Provides training to teachers in the use of current technology to meet curriculum goals.
- Teaches demonstration lessons to effectively model use of technology to support lesson objectives.
- Trains faculty to use the right technology tools in the classroom.
- Offers training opportunities on specific areas or school required technology (My Homework, etc.)
- Supports use of classroom technology – Smartboards, iPads, TI presenters, applicable apps
- Assists school personnel in securing supplies for classroom and lab use.
- Facilitates the use of computer labs.

#### Faculty support

- Provide initial training in use of required school software/apps; My Homework, FAWeb, Google Classroom,

#### Student support

- Provides initial training during orientation for iPads and required IWA apps such as Net Classroom, My Homework, Google Classroom, Turn it in.com.
- Supports students in functionality of iPads – Notetaking, research
- Work to improve the overall quality of education received by students in the school.

#### Professional knowledge

- Endeavors to keep abreast of current trends, developments and emerging technologies.
- Assists with annual review of technology plan.
- Maintains communication with people who have similar positions at local schools

#### Additional duties:

- Other duties as assigned
- Assists with special projects as needed.
- Research possible events and contests for student participation. Ex: HP CodeWars