

## **Instructional Strategist Summer 2020**

Job Title: Instructional Strategist  
Department: Technology  
Reports to: Director of Digital Integration and Innovation  
FLSA Status: Exempt  
Position status: Full time, 12 month, benefited

### **Employment Opportunity:**

Providence Day School is searching for a dynamic educator to join our Technology Team's mission to support our world-class faculty in their endeavors to create the best learning opportunities possible. The following should be considered:

### **Essential Duties and Responsibilities:**

1. Team with faculty to develop classroom projects, lesson plans, and iOS app selections that promote communication, collaboration, creativity, and academic success. Empower faculty to use technology to collaborate, communicate, generate innovative ideas, investigate, and solve problems.
2. Provide professional development for faculty and staff as needed.
3. Train all new hires faculty and non-teaching staff on systems applicable to their position.
4. Mentor faculty in integrating current, relevant, and supportable technologies into their classroom.
5. Train and support faculty on utilizing the learning management system for grading, attendance, reporting, and communicating between home and school.
6. Implements best practices related to technology use based on research and/or pilot programs.
7. Partner with faculty to promote students' acquisition of skills related to digital citizenship and the PD Passport.
8. Support faculty and staff in their understanding of systems and operations and the practice of safe, legal, and ethical behavior.

### **Skills Needed**

1. Strong interpersonal skills and preference for working collaboratively.
2. Ability to support one-to-one technology programs in the classroom environment.
3. Ability to manage multiple small projects simultaneously with the ability to adapt priorities quickly and effectively
4. A high level of independence as demonstrated through clear problem solving and communication skills and the delivery of high-quality work
5. Ability to stay up to date with the industry trend, shifts, and product updates in order to plan and forecast impact on the school environment.

### **Qualifications:**

Bachelor's degree required, plus 3-5 years' teaching experience is preferred. The ideal candidate will have multidisciplinary skills and experience.

### **Salary and Benefits:**

Providence Day School is committed to attracting and retaining outstanding employees through a compensation plan that compares favorably with those of other independent schools

both locally and nationwide. Individual salary levels are competitive and are determined by educational background and experience. A full benefits package includes TIAA retirement, medical/dental coverage, and more.

**Application Process:** Applicants should submit a cover letter of interest, current resume, and a list of three references with telephone numbers and/or email addresses. Anyone interested in joining a work hard, play hard team should contact: [pds.edtech@providenceday.org](mailto:pds.edtech@providenceday.org).

The position is open until filled. Providence Day School is an equal opportunity employer (EOE).