

K-8 Digital & Print Media Coordinator



About WNS

Williamsburg Northside School (WNS), a growing co-educational, progressive N-8 institution located in Brooklyn, New York, with an enrollment of just over 360 students, has two campuses: the preschool campus for 2s and 3s and just a few blocks away, the PK-8 campus (willnorth.org). Stemming from the Reggio roots planted in its long-running preschool program, Northside takes a decidedly student-centric approach to learning that puts autonomy, self-discovery, and iterative practice front and center. It blends a robust, project-based environment with the most innovative and proven curricular approaches from around the world. Inspired by its motto, *Aude Quaerere*, dare to ask, Northside is dedicated to sparking a lifelong love of learning, and showcasing that effective collaboration, generosity of spirit, and pure intellectual curiosity not only leads to success but to significance and a greater sense of purpose.

The Position

Williamsburg Northside School seeks a dynamic, innovative, and passionate full-time K-8 Digital & Print Media Coordinator to be a member of the school's Lower and Middle School. This full-time, 10-month position is responsible for collaborating with faculty and staff to teach in support of the school's mission and curricular goals and will report to the Director of Teaching and Learning and Head of Pre-K - 8. The ideal candidate possesses creative problem-solving skills, a sense of humor, enthusiasm for designing innovative curriculum, a positive attitude toward change and strong interpersonal skills that allow one to cooperate and collaborate effectively with others.

Major Duties & Responsibilities

Domain 1: Teaching & Learning

- Research, identify, and model innovative tools and trends in academic technology use for K – 8 that support innovative teaching and learning.
- Research new and emerging technologies, software and hardware solutions, and their potential impact on teaching and learning.
- Teach Digital Literacy courses, Kindergarten - Grade 8.
- Plan and implement motivating lessons, which reflect knowledge of curriculum and students' interests and abilities.
- Implement rules for behavior and classroom procedures and routines.

- Demonstrates a desire to meaningfully integrate technology into the classroom which enhances the learning experience for students.
- Engage respectfully with families and demonstrate sensitivity to cultures, values, configurations, and beliefs.
- Communicate regularly with families about classroom happenings and student progress.
- Demonstrate a passion for lifelong learning and actively pursue professional development rooted in individual and schoolwide goals.
- Updates curriculum and materials as needed.
- Participate in the school community, including faculty and committee work, and school duties.
- Promote respect for diversity, equity, and inclusion as a core value of the School, a shared responsibility in partnership with the school community.

Domain 2: IT Support

- Assist with basic software and hardware issues.
- Manage all school learning software, hardware & technology tools including: purchasing, managing student accounts and training faculty, students and parents when needed.
- Work in conjunction with the broader Information Technology (IT) team to support equipment deployment and iPad 1:1 and Macbook/Chrome programs.

Domain 3: Faculty Support

- Create learning resources for teachers, staff, and students.
- Support and train faculty in all aspects of our learning management system and student information system.
- Collaborate regularly with base classroom teachers to support curriculum and student learning.
- Coordinate opportunities for growth in the education technology space, providing exposure, support, training for tools in the classroom and beyond, and the encouragement to try new things.
- Collaborate with faculty to integrate digital tools with learning objectives to make learning more engaging and student-centered.

Domain 4: Library

- Devise and maintain a collection development plan for library collections.
- Oversee cataloging and processing of materials, inventory of collections, maintenance and upkeep of the library.
- Prepare and manage the annual library budget and FAMIS through the DOE.
- Collaborate regularly with K-8 teachers as a partner in the instructional process.
- Fosters a creative, flexible environment so that the school library is an essential part of the learning community.
- Develops and maintains resources appropriate to the curriculum, the learners, and instructional strategies of the school community.

- Establishes procedures for selection, acquisition, circulation, and resource sharing.
- Primary supervisor for the Library during school hours.
- Promotes the ethical use of information: copyright, fair use, and licensing of intellectual property.
- Work with faculty to ensure that the library has adequate resources to support current and proposed courses or programs.

Knowledge, Skills & Abilities

- Knowledge of child development, best practices, and current trends in education.
- Demonstrated classroom management skills, including time, space, and materials for most effective learning.
- Experience in differentiated instruction.
- Creativity and innovation in both curriculum and instruction; ability to incorporate 21st century skills.
- Capable of generating high quality instructional materials.
- Outstanding interpersonal, organizational and communication skills.
- Ability to integrate technology effectively into classroom instruction to enhance student learning.
- Skilled in creating a learning environment that is challenging, motivating, and age-appropriate.

Qualifications

- Bachelor's degree required.
- Master Degree of Education, Educational Technology, Library Science (MLS), or Library and Information Science (MLIS) preferred.
- ISTE Certified Educator preferred.
- Experience with iOS software, apps, and iPad functionality, Google Apps for Education, Learning Management Systems (preferable Schoology/Seesaw), Interactive White Boards (preferably Smartboards), and a willingness to become an expert in other products as necessary.
- Current certification(s) for Ed Tech software platforms.
- Experience designing instructional units for STEAM and library programs for students in a K-8 setting.
- Experience teaching with a variety of makerspace, STEAM, and educational technology, tools and equipment.
- A working knowledge of AASL and ISTE standards.
- 2 - 5 years experience teaching Kindergarten through Grade 8 students, preferably in an independent school setting.
- Knowledge of current pedagogical strategies, technology trends, and a high level of proficiency with educational technology.

- Flexibility, creativity, and an ability to work with a variety of learning styles and age levels.
- Effective and supportive communication skills, including the ability to explain technology issues to technical and non-technical audiences.
- Initiative and assertiveness in introducing educational technology and its integration in the classroom.

Application Information

- Please apply by sending your resume, cover letter, a one-page educational philosophy statement, and names of three references to wnjobs@willnorth.org. Williamsburg Northside School welcomes candidates who will add to the diversity of our community and who have demonstrated commitment to diversity, equity and inclusion in their teaching and learning.

Williamsburg Northside School is an equal opportunity employer. WNS has an ongoing commitment to the principles and practices of diversity and inclusiveness and strongly encourages applications from candidates who would enhance the diversity of the school's administration and faculty.