
TECHNOLOGY/STEAM TEACHER & IT MANAGER

REQUIREMENTS

- ✧ Certification in technology education, STEAM education or related field
- ✧ Previous management experience in the development, installation and maintenance of information systems
- ✧ Excellent organizational, collaboration and technology troubleshooting skills

TEACHING RESPONSIBILITIES

- ✧ Prepare, organize and deliver lessons that combine science, technology, engineering, art and math (STEAM)
- ✧ Provide tailored instruction based on grade level using educational technology
- ✧ Integrate critical thinking, creativity, innovation, and problem solving throughout the curriculum
- ✧ Collaborate with staff to incorporate educational technology resources and activities into classroom instruction
- ✧ Communicate effectively with parents
- ✧ Maintain records of student work, grades and attendance
- ✧ Create a supportive, positive and culturally responsive learning environment

IT MANAGEMENT RESPONSIBILITIES

- ✧ Collaborate with Head of School on technology updates, including budgetary needs and expenses
- ✧ Manage the deployment and maintenance of student and staff devices, including set-up for new devices, management of staff and student accounts for required software applications and assistance with troubleshooting needs
- ✧ Implement new technology systems to fulfill the school's information systems requirements
- ✧ Maintain operational storage systems and networks
- ✧ Manage third party vendors regarding maintenance of equipment and various services