



**Position:** Instructional Technology Coach

**Responsible to:** Technology Director

**Schedule:** 12-month

**Classification:** Full-time, non-exempt

**Primary Objectives:** Instructional Technology Integrator will support faculty, staff, and administration in integrating technology into classroom instruction and school culture. This individual will provide general instructional leadership for classroom teachers, expertise in how to integrate technology into best practices of teaching, and assist in developing key metrics and best practices for classroom technology use.

### **Instructional Technology Integration**

- Recommend technology integration standards for each division of Fellowship
- Establish and/or maintain easily accessible instructional technology website listings, software databases, and reference resources for faculty that support the effective integration of technology into instruction
- Collaboratively develop and monitor key metrics for understanding effective technology use in the classroom
- Perform necessary curriculum deployment support and procedures throughout the school year
- Collaboratively research technology applications considering curriculum and hardware requirements across various content areas.

### **Professional Development for Teachers**

- Design and implement a professional development program for faculty, staff, and administration that supports the mission of Fellowship Christian School
- Assist teachers in developing and modeling exemplary technology-integrated lessons in their classrooms
- Train new employees on the integration of technology in the classroom
- Inspire creative technology use within classrooms by communicating trends, tools, and ideas for teacher's use in classrooms. This communication should focus on and serve teachers across all grade levels
- Provides classroom technology instructional support for teachers through co-teaching, modeling, co-planning, and developing resources.

### **Qualifications**

Experience teaching in classrooms (across school divisions is preferred - ES, MS, and/or HS). Experience in instructional technology training and support.

- Demonstrated effective oral, written, and interpersonal communication skills
- Demonstrated skill in the building and leading of collaborative teams
- Demonstrated skill in the effective use of conflict resolution strategies
- Fundamental understanding of human learning and the specific contexts in which technology supports and hinders learning
- Demonstrated skills in teaching complex concepts and instructions in a caring and easy-to-understand manner to both adults and children
- Experience with mobile platform knowledge base (Apple, Windows, and Chrome OS)
- Experience with using various interactive and presentation technologies for the classroom
- Thorough knowledge of G Suite for Education

- Strong problem-solving skills
- Ability to move smoothly between and operate productively among technical and non-technical faculty and staff, translating needs and anticipating requirements of each in the development, launch, and support of feasible technology solutions
- Above average troubleshooting to equip non-technical faculty and instructional support staff to solve basic operating system and end-user issues

#### **FCS Employment Expectations:**

- Have a personal relationship with Jesus Christ
- Sign the Fellowship Christian School Statement of Faith
- Acknowledge and understand Fellowship Christian School's Mission Statement
- Be a Christ follower whose relationship is defined by having received Christ as Savior and a pursuit of spiritual growth
- Wear proper attire, consistent with school's dress code at all times and to maintain positive attitude and appearance in accordance with school standards
- Must maintain high level of personal hygiene and cleanliness at all times
- Report inappropriate behavior to School Administration in order to maintain a safe learning environment
- Make a constructive effort to protect all students from conduct detrimental to learning, health or safety
- Abide by and comply with all school policies and regulations
- Bachelor's degree
- Two years similar experience, preferably within an academic environment
- Ability to share your Christian Faith and walk with the Lord
- Must have technical mindset with aptitude for troubleshooting
- Experience with providing support for desktops, laptops, printers, IP telephone, and tablets
- Must be able to work intuitively and independently as well as part of the Technology Department team
- Excellent written and verbal communication skills, with demonstrated ability to convey technical subject matter in an understandable manner
- Must be service oriented and possess customer service skills
- Must be able to work well under limited time constraints
- Problem solving skill is required to identify issues and create action plans
- Solid working knowledge of Microsoft Office and applications, as well as Google Apps
- Must possess excellent interpersonal and communication skills in order to successfully interact with diverse staff, faculty, students and other constituents of the School
- Must have the ability to work in a school environment by successfully passing the school mandated background check process
- Positive appearance, attitude and presentation with a strict sense of confidentiality
- Regular and consistent attendance and punctuality is required and as a condition of employment
- Must have a valid state driver's license