



Cathedral High School in Indianapolis, an independent Catholic college preparatory high school in Holy Cross tradition, is seeking a Education Technology Coach. If you are interested in joining a growing technology team, please fill out an application on Cathedral's website. The chosen candidate will be hired for the 2022-2023 Cathedral school year.

The Education Technology Coach reports directly to the Director of Technology & School Principal. Under the direction of the Director Technology and School Principal, the essential function of the technology coach is to facilitate the implementation and integration of technology in 9 -12 class rooms. The technology coach also provides ongoing job-embedded professional development for Classroom Educators, Non-Classroom Educators, and administration on infusing technology into the core curriculum areas, models effective instructional strategies using technology, and leads discussions with Classroom Educators on the latest research on technology integration. Technology coaches assist Classroom Educators in using technology for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students.

**JOB STATUS:**

This is a salary exempt, full-time position.

**ESTABLISH ONESELF AS A KNOWLEDGEABLE STAFF MEMBER BY:**

- Embrace the mission and vision of Cathedral High School.
- As part of Our Shared Vocation, assist as needed with miscellaneous tasks that arise (e.g. mass mailings, representation at events, solicitation of donors, perform student supervisory and chaperone duties, and otherwise engage in other such duties as may be assigned to support the school and its Mission).

**ESSENTIAL DUTIES AND RESPONSIBILITIES regarding DATA:**

Features of this job are described below. Management reserves the right to assign or reassign duties and responsibilities at any time. *The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive.*

- Minimum of three (3) years instructional experience
- Strong technical skills and a degree in education.
- Excellent written and oral communication skills

- Ability to work with people of all ages and levels of technical skills while maintaining a positive and patient demeanor
- Well informed, efficient, and effective in the using and troubleshooting software and hardware such as, but not limited to, Microsoft Office Suite (Word, Excel, and PowerPoint), Mac and IOS systems, Internet browsers, and search engines, Schoology, PowerSchool, instructional and on-line software, set-up and maintenance of computer workstations and peripherals such as, but not limited to, printers, scanners, digital cameras, and other emerging technologies.

**REQUIRED KNOWLEDGE, SKILLS, & ABILITIES:**

- Provide technology integration support for individual Classroom Educators, grade- level teams, and school faculty.
- Provide classroom instructional support for Classroom Educators through co- teaching, modeling, providing feedback, co-planning, and developing resources.
- Build awareness and generate enthusiasm for technology resources. - Utilize and model technology integration strategies to support differentiation.
- Provide differentiated professional growth opportunities for Non-Classroom Educators.
- Build trusting, one-to-one relationships with Non-Classroom Educators.
- Assist in assessing and tracking technology skill levels of students and Classroom Educators and then use the data to develop a professional development plan for Non-Classroom Educators.
- Be visible and available within the building.
- Help Classroom Educators make data driven academic decisions.
- Work collaboratively with Cathedral Technology Non-Classroom Educators
- Stay abreast of current technology trends, teaching strategies, and educational best practices.
- Assess and provide input for technology resource purchases based on teacher input.
- Assist with technology work orders.
- Provides Educators with instructional resources including hand-outs, one-on-one training and Internet sources to assist in the use of technology.
- Remains current in new and emerging technologies and uses of technology in schools.
- Be an active member to the Educational Technology Team as well as the Educational Data Team.
- Assist with the technology department social media pages.
- Other Duties as assigned

**EDUCATION and/or EXPERIENCE:**

- Bachelor’s degree in education supplemented by specialized computer courses and 3 to 5 years of experience; or any equivalent combination of training and experience which provides the required skills, knowledge, and abilities.
- Proficiency on the computer with Word, Excel, PowerPoint and Outlook is required.
- Excellent attention to detail.

**INTERPERSONAL COMMUNICATION**

Ability to read, analyze, and interpret documents such as safety rules, operating and maintenance instructions, and procedures manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organizations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**DATA CONCEPTION:**

Requires the ability to compare and/or judge the readily observable, functional, struction or composite characteristics (whether similar or divergent from obvious standards) of data, people or things.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbents will frequently be required to sit as well as reach and grab with finger, hands and arms. Incumbents will routinely be required to stand or walk while performing the essential duties of the job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Incumbent will work in a normal office environment with a moderate noise level.

**CHARACTER QUALITIES NECESSARY TO BE SUCCESSFUL IN THIS POSITION:**

- Kind
- Joyful
- Collaborative
- Zealous
- Engaged

- Diligent
- Organized
- Thorough

**COMPETITIVE BENEFIT PLANS:**

- Medical insurance
- Company paid Dental insurance
- Company paid Vision insurance
- Company Paid Life insurance
- Company Paid Long term disability coverage
- Health Savings Account with generous employer contribution
- Additional ancillary benefits offered
- 403(B) retirement plan with matching contributions
- Generous Paid Time Off and Vacation policy
- Irish Blessing Child Care onsite with discount
- Cafeteria Perks & more

*Learn more about our benefits, by reviewing our handbook at [gocathedral.com](http://gocathedral.com)*