

## EDUCATIONAL TECHNOLOGIST

Job Title: Educational Technologist  
Department: Technology  
Reports to: Director of Modern Learning  
FLSA Status: Exempt  
Position status: Staff, full time, twelve month, benefited

Founded in 1970, Providence Day School is an independent, nonsectarian, coeducational college preparatory school serving approximately 2,000 students in transitional kindergarten through 12th grade. Committed to academic excellence, global diversity and character development, PDS seeks to inspire in its students a passion for learning, a sense of social responsibility and a commitment to personal integrity. Cited for excellence by the U.S. Department of Education, the College Board Advanced Placement Program and the National Council of Teachers of English, PDS provides a challenging and diverse college preparatory curriculum.

PD is recognized as one of The Charlotte Observer's "Top Workplaces 2025", "Top Workplaces 2024", "Top Workplaces 2023", "Top Workplaces 2022", "Top Workplaces 2019", as well as, "Top Workplaces 2018". This award is particularly special because the results are based solely on confidential responses from our employees. Additionally, PD is recognized as one of greater Charlotte's 2018 and 2019 Healthiest Employers by the Charlotte Business Journal. This award demonstrates the school's commitment to promoting the health and wellness of our employees and the importance of appropriate work-life harmony.

The Providence Day School community welcomes people of diverse backgrounds and beliefs who share a commitment to respect one another and accept differences. We are an Equal Opportunity Employer with a policy of nondiscrimination in the treatment of employees or applicants for employment without consideration of race, color, ethnicity, religion, age, sexual orientation, marital status, national origin, disability, gender or gender identity.

Providence Day School is accredited by the Southern Association of Colleges and Schools, is a member of ABC (A Better Chance), and holds memberships in the National Association of Independent Schools, Southern Association of Independent Schools, North Carolina Association of Independent Schools, Educational Records Bureau, National and Southern Associations for College Admission Counseling, the Association of Supervision and Curriculum Development, and the College Board.

### **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.

Supervisory Responsibilities: This position has no supervisory responsibilities.

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:

- We are searching for a team member with a strong interest in working with computers, mobile devices, and technology in general.
- Must be approachable, warm, patient, and a good listener capable of working with educators, students, parents, and staff who have a diverse range of experience with device usage.
- Embrace the opportunity to do things that haven't been done before and to solve problems that haven't been seen before.
- Must value a problem-solving mindset that enables you to successfully work with new tools, new situations, and new complications.
- Must be able to interact with a diverse group of employees and have the patience and ability to explain how to use different types of technology to users of varying degrees of understanding and ability.
- Manage and troubleshoot a variety of devices including, but not limited to, iPads, Macbooks, Windows Laptops, and SmartBoards.
- We are a Google Workspace school and candidates familiar with Google tools are preferred.

Educators with 5-7 years of classroom experience who are excited about hands-on, experiential learning focused on building the best possible learning experiences are preferred.

**Application Process:** Anyone interested in joining a work hard, play hard team should submit a cover letter of interest, current resume, college transcript, three letters of recommendation, and a list of references with telephone numbers. Materials should be sent to the provided email address.

[pds.edtechposition@providenceday.org](mailto:pds.edtechposition@providenceday.org)

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