Position:	**Instructional Technology Coordinator**
Reports to:	Chief Information Officer
Department:	Technology
FLSA:	Exempt
Date Updated:	June 2024

About Shady Hill School:

Since 1915, Shady Hill, a school of approximately 530 students (PreK - Grade 8) and 90+ faculty, has been a leader in progressive education. Shady Hill is a deeply mission-driven school. We seek to develop independent, joyful and curious learners who respect their own accomplishments and those of others. We strive to be a community whose values are strong and whose teachers are unafraid to engage students in important questions. The school's program allows children to explore their worlds and test their powers. As a school with a historical and contemporary commitment to social justice, we believe that an inclusive and equitable community is an educational and moral imperative that empowers us all. Therefore, we seek to hire individuals who demonstrate a mindset and skill set that prioritizes cultural competence, equity, and justice in their practice with students and in their work with colleagues.

About the position:

Shady Hill School is seeking a dynamic and skilled educator to join our Technology team as Instructional Technology Coordinator. This role involves working closely with teachers to integrate technology into their curriculum in creative, exploratory and effective ways. The ideal candidate will have a strong background in teaching pedagogy, child cognitive development, and classroom technology integration. This is an in-person, full-time, 12-month position.

Specific Responsibilities:

- Collaborate with teachers to identify and implement appropriate technology tools that enhance curriculum delivery and student engagement
- Provide training and support for teachers on integrating technology into their lesson plans
- Collaborate with teachers to incorporate the teaching of media literacy, technology safety and digital citizenship in our curriculum
- Assist with the setup and management of educational technology systems, including Google Classroom and other digital platforms
- Manage annual roll out of devices to students, including educating students on appropriate use of and care for technology
- Develop and deliver professional development sessions to faculty and staff focused on effective technology integration
- Troubleshoot technical issues and provide timely support to teachers and students
- Stay current with emerging educational technologies and recommend tools that align with educational goals

- Ensure the security and privacy of student and teacher data within educational technology systems
- Serve as Technology Department point of contact for parent inquiries and requests
- Other responsibilities as assigned

The Instructional Technology Coordinator will also share in community responsibilities such as serving on academic committees and supervising students during recess, lunch, arrival and dismissal. As this position supports faculty and academic staff, attendance at opening and closing meetings (late-August and mid-June) and Wednesday afternoon faculty meetings are required.

Qualifications:
- Bachelor's degree in Education, Educational Technology, or a related field. A Master's degree in Education or Educational Technology is preferred.
- Minimum of three years of classroom teaching experience, preferably in humanities subjects.
- Strong understanding of teaching pedagogy, curriculum development, and classroom technology integration
- Proficiency in using and managing educational technology tools, including learning management systems (ex. Google Classroom).
- Experience with supporting MacOS and iOS use in the classroom.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with teachers, administrators, and technical staff.
- Strong problem-solving skills and attention to detail.
- Knowledge of data privacy regulations and best practices.

Preferred Skills
- Experience delivering professional development and training sessions to educators
- Ability to adapt to new technologies and integrate them into curricula
- Experience evaluating the effectiveness of technology integration in education

How to apply: Please send a pdf including a cover letter and resume to apply@shs.org. Please be sure to include "Instructional Technology Coordinator" in the subject line of the email.

Shady Hill offers competitive salaries and a generous benefits package, including medical, dental and vision insurance plans, a school-matched retirement plan and paid time off. Employees must be authorized to work in the United States. Shady Hill is an Equal Opportunity/Affirmative Action Employer. For a description of the school, refer to: www.shs.org.

COVID19 Protocols: All Shady Hill employees are required to provide proof of vaccination and to observe campus COVID protocols. All health and safety protocols are subject to change based on state, local and CDC guidelines and at the discretion of the Health and Safety Team.