

# OUR LADY OF GRACE CATHOLIC SCHOOL

## SEEKS APPLICANTS FOR

### Director of Instructional Technology & Technology Teacher

POSITION	Director of Instructional Technology & Technology Teacher
POSITION TO BEGIN	August 2021
TERMS	Full time, 10 month contract with the opportunity for summer employment
SALARY	According to scale based on experience and education
QUALIFICATIONS	A Valid NC License as Instructional Technology Facilitator OR Related Bachelor's Degree in Education or Technology
APPLICATION	<a href="#">Click here</a> to download an application, which is in PDF Fillable format, and you must include it with your resume.
ADDITIONAL INFORMATION	<p><i>Our Lady of Grace Catholic School is looking for a <b>Director of Instructional Technology &amp; Technology Teacher</b>. Candidates must provide a resume, cover letter, transcripts, license, and three references from supervisors. Candidates must be willing to complete Protecting God's Children training and submit to a criminal background check for employment.</i></p> <p><b>Responsibilities as Technology Teacher:</b></p> <ul style="list-style-type: none"><li>• As Technology Teacher, the person in this role teaches a schedule of classes weekly to grades preschool through 8th, requiring about 8 hours of instructional time each week. The teacher will utilize the Student ISTE Standards to develop project-based learning across the grade levels, accomplishing goals in Empowered Learner, Digital Citizen, Knowledge Constructor, Innovative Designer, Computational Thinker, Creative Communicator, and Global Collaborator. The teacher will provide foundational skills in Google Classroom and the Google Suite as well as in keyboarding and coding. Additionally, resources and lessons are available for learners in Google Classroom at all grade levels.</li><li>• This instructor collaborates with grade-level instructors on co-curricular projects. We are seeking a teacher who is committed to student engagement, project-based instruction, and cooperative learning. Teachers are required to develop the use of educational technology and support student digital literacy.</li><li>• As a faculty member, the person in this role is required to attend scheduled meetings, participate in professional learning communities, contribute to committees (lead Technology Committee), assist with student activities, and perform other supporting duties.</li></ul>

**Responsibilities as Director of Instructional Technology:**

*The Instructional Technology Facilitator provides training and support to the staff on digital learning and technology integration. The employee assists with identifying, acquiring, and maintaining hardware, software, and network products that will be used to enhance learning for students. This individual also assists in the implementation of the system and building-level technology plans.*

- Advise faculty in the best use of instructional technology for blended and online learning
- Develop and teach workshops on the learning technologies used widely on campus
- Contribute to the ongoing effort to expand our use of instructional technology with high-quality training resources
- Provide one-to-one user support for instructional technologies (software and hardware) (e.g., consultations, help requests)
- Keep abreast of emerging technology applications and hardware related to delivery of instruction through research and professional development activities
- Lead or participate in technology projects and initiatives as assigned (acquisition of devices, software, etc.)
- Manage system improvements, repairs, or needs by working with vendors (internet, server maintenance, etc.)
- Manage student devices (iPads, Chromebooks, Tablets, etc.)
- Serve as administrator of Google, internet, and server (and any other supporting software)
- Manage the technology budget
- Chair the school technology committee to assess school needs and develop short and long term plans; help create and maintain communication channels for campus-wide discussions of learning technologies

**Successful candidates will possess:**

- A growth mindset, positive attitude, and leadership attributes
- A team player approach that can complement our culture
- An excellent and positive rapport with students, teachers, and parents
- Excellent interpersonal, presentation, and communication skills, both verbal and written
- A successful history of working with children and conducting lessons or programs in groups
- A valid NC License as an Instructional Technology Facilitator OR a related Bachelor's degree

**About Our Lady of Grace Catholic School**

*Our Mission Statement: The Our Lady of Grace Catholic School community inspires a passion for learning and a commitment to academic excellence built on a foundation of Catholic faith. As one family, we nurture the whole person to serve and to lead with love, respect, dignity and integrity.*

**APPLICATION &  
RESUME SENT TO:**

Mrs. Catherine Rusch Our Lady of Grace Catholic School  
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