



The Davis Academy

JOB DESCRIPTION

TITLE: Instructional Technology Specialist

REPORTS TO: 21st Century Learning Coordinator

STATUS: Full time. PreK through 8th Grade

SCHEDULE: 7:30 AM – 4:00 PM Monday-Friday

FUNCTIONS:

1. Teaches coding and robotics to upper elementary and middle school students with knowledge in Blockly, JavaScript, Python, HTML, CSS, Arduino electronics, and comfort with 3D modeling and 3D printing.
2. Assists with daily functions of the school library media center/technology labs.
3. Assists with teacher and student instruction in the technology labs.
4. Creates curriculum, develops lesson plans, and promotes an engaging learning experience tailored to the individual needs of students.
5. Helps to develop and implement programs and services necessary to afford students and staff the maximum use of all available resources.
6. Proactively plans and facilitates technology and innovation programs for students, faculty, and parents.
7. Participates in all general faculty responsibilities as designated by the 21st Century Learning Coordinator and the Principal.
8. Helps to establish library and technology policy and procedures consistent with the goals and philosophy of The Davis Academy.

RESPONSIBILITIES:

1. Educates students by planning and developing course of study consistent with guidelines emphasizing writing mastery, problem solving, critical thinking and high-order reasoning, including but not limited to text based programming languages, such as JavaScript, and Python.
2. Designs and facilitates robotics curriculum.
3. Web Design and 3D printing expertise to facilitate student instruction.
4. Leverages the use of social media to connect with other educators and professionals to create meaningful learning opportunities for the community.

5. Implements and facilitates student leadership programs and clubs in the areas of technology and innovation.
6. Develops and presents lesson plans by using a variety of techniques, including lectures, group discussions, projects, exhibits, field trips, audiovisual and library resources, computers, and the internet.
7. Creates and supports a positive learning environment through selection of learning materials, development of functional and attractive displays, bulletin boards, and interest centers.
8. Helps maintain lower and middle school libraries, as part of the media team.
9. Maintains thorough and detailed records of student progress and achievement.
10. Keeps parents informed of all elements of student development including academic performance, attendance, and social acclimation via formal and informal communication methods such as parent-teacher conferences, both regularly scheduled and as-needed.
11. Presents a positive role model for students that supports the mission of the school and demonstrates behavior that is professional, ethical, and responsible.
12. Collaborates with school staff in planning and implementing instructional goals, objectives, and methods according to school requirements.
13. Provides student support services by monitoring halls, study periods, playground and lunchroom.
14. Assumes responsibility for extracurricular activities as assigned and may sponsor outside activities approved by the school.
15. Attends, participates, and facilitates staff professional development programs, faculty events and meetings, and serves on staff committees as required (i.e. teacher in-service days).
16. Maintains working liaisons with other technology educators in the community and to that end, attends regular meetings associated with specific networking groups, such as AATE and other groups as necessary.
17. Designs and implements ongoing professional development for teaching staff centered around technology integration.
18. Promotes the resources and programs of the library media center both in the school and the community to encourage a reading culture.

QUALIFICATIONS:

- Minimum - Bachelor's degree in Computer Science or a similar field
- Must have a valid teaching credential, a graduate degree in education, and/or prior teaching experience