



St. Thomas More School

TECHNOLOGY COORDINATOR/EDUCATOR JOB DESCRIPTION

ST. THOMAS MORE SCHOOL

St. Thomas More School, an Archdiocesan Catholic school in San Francisco, California, is seeking an exceptional **TECHNOLOGY COORDINATOR/EDUCATOR**. We are looking for a talented, creative, hard-working, team player with a broad range of skills, along with an appreciation of developmental characteristics of TK-8 students to join our strong faculty.

- **Part-time and full time employment will be considered**

St. Thomas More School, San Francisco, California, is a TK-8 school that has been providing excellence in Catholic education since 1954. Combining deep-rooted traditions and current best practices, the school is dedicated to educating the whole child so that he or she may be successful in the 21st century. Educators focus on teaching students to be thoughtful, spiritual, and nurturing individuals, highly effective communicators, and involved knowledge seekers.

Our Mission

Guided by Catholic values, St. Thomas More School is committed to educating each individual based on the teachings of Jesus Christ. We advocate academic excellence and inspire spiritual, intellectual and social growth. We prepare our diverse community of students to become citizens committed to service and stewardship.

The Candidate

The ideal candidate must have the ability to assist in engaging and innovative lessons that allow our students to grow academically, socially and emotionally. Incorporating technology and hands-on learning experiences into the classroom with enthusiasm, as well as coordinating and working with both administration and colleagues is an expectation. Strong communication skills, both orally and in writing as well as excellent classroom management skills are required. The ideal candidate is committed to excellence and supports and upholds the mission and vision of St. Thomas More Catholic school.

Position Summary

Reporting to the Principal, the Technology Coordinator/Educator takes a leadership role in developing and implementing the school plan for the use of technology including evaluation of new products or services, and periodic updating of both. This role involves coordinating and working with administration, teachers and others in the implementation of the school technology plan and its successful integration throughout the curriculum. The ideal candidate supports and upholds the mission and vision of St. Thomas More Catholic school.

Responsibilities

Develop, implement and evaluate the school's technology plan

- Assist and train teachers in the use of curriculum specific software and technology that may enhance their lessons and units.
- Participate in the design and delivery of training workshops and research and/or provide individual training opportunities for teachers to ensure the best use of technology
- Meet, plan, instruct and co-teach with teachers using a variety of technology tools
- Ensure that users support and follow the school responsible use policy
- Develop and/or deliver instruction around digital citizenship, coding, digital media, and the responsible use of technology

Manage technology related resources and emerging technologies, software and hardware solutions

- Confer with the principal to determine the needs for new and/or updated technology resources
- Collaborate on technology planning and budgeting
- Develop and implement procedures for the evaluation of software and hardware
- Ensure the safe storage and ongoing maintenance of school technology devices
- Manage and maintain the network infrastructure

Communication/Website

- Organize and update the school website as needed
- Manage and maintain student information systems such as Powerschool, SchoolSpeak
- Collaborate and assist with parent and student fundraisers and events

Other Duties

- Participate in extracurricular activities as required
- Work with staff and students to troubleshoot technology problems
- Assist parents with publishing school events and other Parents' Club activities
- Other duties as assigned by the principal

Qualifications

- Technical knowledge in the field of computer education and familiarity with a broad range of multimedia
- Knowledge of the theory and practice of instructional technology; Knowledge of the California curriculum is a plus
- Substantial experience in working with students and educators in the instructional technology field, especially in grades TK-8
- Bachelor's degree is required. A teaching credential and/or an Education Technology degree is preferred

- Demonstrated excellence in working with teachers to integrate technology in the classroom across the full curriculum
- Demonstrated knowledge in IT functions, processes and capabilities (e.g. networking, security, infrastructure, information management, cloud technologies, etc.)

Qualities

- Ability to work well with a wide variety of shareholders
- Skilled in active listening as well as excellent written and oral communications
- Dedication to lifelong learning and ongoing professional development
- Ability to embrace new technologies and learning strategies
- Must be results-driven with the ability to set and meet goals
- Possess a strong work ethic, high ethical standards, and good time-management skills
- Elementary school teaching experience preferred
- Youth development experience preferred
- Growth mindset familiarity and/or openness/willingness to learn

TECHNOLOGY COORDINATOR/EDUCATOR - JOB DESCRIPTION - ST. THOMAS MORE SCHOOL - Part-time & full time employment will be considered - St. Thomas More - SF, CA

Job Type: Full-Time, Exempt position.

Salary: \$54,500 - \$104,931 Base range (Advanced Education & Certifications not included)

Information about the school can be viewed at the school website:

<https://www.stthomasmoreschool.org/>

Please email resume and cover letter to the principal, David Greenbaum, at

dgreenbaum@stmsf.org

STATEMENT OF NON-DISCRIMINATION

St. Thomas More School adheres to the following policy: "All school staff of Catholic schools of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories." (Administrative Handbook #4111.4)