

## Job Description



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[www.cityhigh.org](http://www.cityhigh.org)

<b>Job Title</b>	<b>Educational Technology Specialist</b>
<b>Position Summary</b>	The Educational Technology Specialist will assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend learning in grades 9-12. The Educational Technology Specialist will also design and teach two technology/business electives per trimester.
<b>Qualifications</b>	Bachelor's degree in a related field required. Instructional technology specialist certification or supervisor, instructional technology K-12 certification desired. Master's degree preferred and 3-5 years of experience in the field or a related area are required. Additional qualifications noted below.
<b>Essential Job Functions</b>	See below.
<b>Reports to</b>	CEO
<b>Salary Range</b>	\$70,000 to \$92,200; Negotiable based on experience. In addition, City High provides a generous benefit package including health insurance (medical, dental and vision) that is subsidized by City High, paid time off (PTO), a competitive 401k retirement program (with matching contributions up to 12%), a reimbursable annual educational stipend up to \$3,000, an attendance stipend, and a 4-day school schedule that includes alternating Mondays off.

### Essential Functions:

- Work with the Technology Office to develop a comprehensive school-wide approach to addressing the technology needs of the school.
- Provide educational technology guidance and expertise to teachers and administration regarding technology tools and resources to enhance instruction.
- In partnership with the Technology Office, the Technology content team, and Admin, research and propose new ways to enhance teaching and learning, promote innovation, and foster purposeful, meaningful, and creative integration of technology.
  - Additionally, work collaboratively with this team to forecast technology needs of staff as well as the technology competencies students will need to be successful after high school in college and career.
- Work with Admin to design and teach two technology electives per trimester.
- Support educational technology use through advising, collaborating, and training of teachers both in and out of the classroom.
- Evaluate the effectiveness and sustainability of current and future uses of educational technology at City High.
- Function as a liaison with appropriate staff and departments to ensure seamless coordination of technology tools supporting curriculum, instruction, and assessment.
- Perform other relevant emerging duties.

### Skills and Qualifications:

- Bachelor's degree in a related field; Master's preferred. Instructional technology specialist certification or supervisor, instructional technology K-12 certification desired.
- Three to five years of related experience in education, with 3 years in the classroom preferred, or any equivalent combination of training and experience.
- Strong interest and experience in pedagogy and innovation.
- Experience working with diverse learners.
- Expertise with Google Classrooms/ G Suite for Education and various educational technology platforms.
- Exceptional project management and execution skills.
- Strong interpersonal skills and ability to work independently and within a team.

- Effective verbal and written communications skills.
- Adherence to the highest level of professionalism by demonstrating honesty, integrity, and maturity.