



Academic Technology Coordinator

JOB DESCRIPTION

St. Richard's is currently seeking a full-time Academic Technology Coordinator for the 2022-23 academic school year. This position's preferred start date is November 1, 2022 and has an annual salary range of \$40,000 to \$45,000.

This person fulfills the following primary responsibilities:

- ❖ Promote and support the mission of St. Richard's
- ❖ Design and implement the technology curriculum for lower and middle division students
- ❖ Work collaboratively with teachers at each grade level to support digital citizenship and integrated technology skills in the classroom
- ❖ Serve as a resource for teachers to innovate and learn new technology to support student learning
- ❖ Lead extracurricular technology learning including coaching the VEX robotics team and coding.
- ❖ Engage as a resource in the technology department to ensure tech is secure and safe for student use.
- ❖ Help with tier 1 support and manage chromebook distribution, collection, and service.
- ❖ Manage all educational technology subscriptions.
- ❖ Create a maker program at St. Richard's in the Creative Commons

DESIRED QUALIFICATIONS AND SKILLS

The successful candidate should possess:

- ❖ Support the mission and values of St. Richard's Episcopal School internally and externally.
- ❖ Experience in technology.
- ❖ Ability to work independently and flexibly in a fast-paced environment, demonstrated time management and priority setting skills.

- ❖ Proficiency with or willingness to learn necessary software and other technology required to perform the job.
- ❖ Shall perform all other duties upon assignment.
- ❖ Experience in technology training in an educational setting (not limited to schools)
- ❖ Knowledge and experience working with diverse learners.
- ❖ Use of best instructional strategies
- ❖ A positive approach to classroom management that respects each student.
- ❖ An ability to communicate effectively with all constituents.
- ❖ Demonstrate a strong vision for academic technology
- ❖ An ability to anticipate and propose upcoming projects based on future trends in learning technology
- ❖ Ability to self start and seek guidance when needed
- ❖ Experience with MacOS, chrome books, and i-pads and knowledge of mainstream educational software like Google for Education.

MISSION & DESCRIPTION

The Mission of St. Richard's Episcopal School is to instill knowledge and values for a lifetime. St. Richard's provides a timeless, challenging curriculum that embraces diversity while developing global citizens, socially, emotionally, physically, spiritually and intellectually.

ST. RICHARD'S IS AN EQUAL OPPORTUNITY EMPLOYER

It is the policy of this company to provide equal employment opportunities to all qualified persons without regard to race/ethnicity, color, religious belief, sex, gender identity, age, national origin, disability, veteran status or any other status protected under applicable local, state, or federal law. St. Richard's is committed to fostering a community where all people are respected, valued, treated equitably, and expected to share the responsibility of upholding diversity, equity and inclusion.

APPLICATION INSTRUCTIONS

Interested applicants should complete an [application](#) which includes uploading a resume and cover letter. Additionally, please send an introductory email to John Brady, Associate Head of School for Middle Division, at jbrady@sresdragons.org.

WHY ST. RICHARD'S

St. Richard's Episcopal School is the only Episcopal school in the state of Indiana. All are welcome at St. Richard's. Since 1960, St. Richard's has been providing a diverse and international student body with an excellent academic foundation rooted in Episcopal values. Our students are encouraged to ask questions, use reason, and learn wisdom, compassion and humility as they practice the skills they need to be global citizens. Students learn to have honest and respectful dialogue across lines of disagreement and difference as they prepare for lives of leadership and civic responsibility.

Faculty at St. Richard's build lasting relationships with students and families as they implement inquiry-based and talent development curriculum to meet students where they are and encourage students to stretch and grow in a safe space. Faculty and students benefit from our location in the heart of Indianapolis with many field experiences and partnerships for learning and service.

Our most recent graduating class is a good example of the impact of a St. Richard's education. Students in the Class of 2022 were accepted into the high schools of their choice, earned more than \$50,000 in merit financial aid, and are prepared for their next stage in life with knowledge and values for a lifetime.