



SAINT ANN'S SCHOOL

POSITION ANNOUNCEMENT: EDUCATIONAL TECHNOLOGY COORDINATOR

The Educational Technologist reports to the Director of Technology. This position is meant to lead and support teachers in their use of technology in teaching. The person who fills this role will develop standards, provide professional development, and be a resource for teachers in the area of academic technology integration. This person will wear many hats, among them coach, professional development leader, and curriculum designer. The Educational Technologist will help teachers with project and curriculum planning, co-teach classes as needed, and collaborate with others to refine and co-lead a digital fluency program that works across grades and departments.

ABOUT SAINT ANN'S SCHOOL

Since its founding in 1965, Saint Ann's has embraced a commitment to education for its own sake, oriented to the capacities of each individual student and free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. With a faculty and staff numbering close to 400, and nearly 1100 students, Saint Ann's is among the largest and most selective independent schools in New York City. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a love of learning and sustain creative energy in every field of endeavor. We accomplish this by bringing together talented teachers with creative and motivated students. Saint Ann's is committed to centering anti-racism in the life of the school. Seeking to create a community rooted in trust and equity, we invite each other to take risks, pursue knowledge, and celebrate growth.

RESPONSIBILITIES

- Contributing to the ongoing creation of a technological landscape that encourages creative, effective, and highly individualized use of instructional technology throughout the school.
- Leading and delivering a digital fluency program for 3rd - 12th graders to ensure that we are assisting our students in navigating an increasingly complex online world.
- Inspire, encourage, and support faculty with creative and interdisciplinary technology projects.



- Supporting faculty and students in developing media assets and using electronic tools to create resources for curriculum-specific needs for faculty and student projects; working with academic departments to create instructional modules as requested.
- Maintaining awareness of current and emerging technologies to identify, audition, and present new hardware, software, and services that could have applications within our classrooms or academic community to the Director of Technology.
- Providing training and professional development for faculty so that they may increase their comfort and competency teaching using digital tools and online resources.
- Creating and updating online support pages & documentation for faculty, staff & students, including regular email newsletters.
- Develop technology-integrated lessons with teachers.
- Train students, faculty, and administration to use hardware or software in one-on-one or group settings.
- Other duties as assigned by the Director of Technology.

PROFESSIONAL AND PERSONAL REQUIREMENTS

- Bachelor's degree or higher
- At least three years of work experience in a similar position
- Excellent written and spoken communication abilities
- Ability to engage effectively with students, faculty, and staff in a way reflective of the school's culture and to project professional competence and discretion
- Charisma, wit, intelligence, empathy, humor, and equanimity are expected.
- Experience coaching/supporting teachers in the use of technology
- Proficiency in information and classroom technology, macOS, Apple TV, and iOS devices, and classroom AV
- Administrative and end-user experience in Google Workspace

COMPENSATION

This is a full time exempt Administrative position with a competitive compensation package including benefits. Annualized salary range of \$ 73,000-\$ 85,000 commensurate with education and experience.



TO APPLY

Interested applicants should send a cover letter and resume to [this link](#). Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Anticipated start date of mid-August, 2024. Position is open until filled; resumes are reviewed as they are received.

NOTICE OF NONDISCRIMINATORY POLICY

Saint Ann's School admits students of any race, color, religion, creed, gender, disability, national or ethnic origin, sexual orientation or any other category protected by applicable federal, state or local law, to all the rights privileges, programs, and activities generally accorded or made available to students at the School. The School does not discriminate on the basis of race, color, religion, creed, gender (which includes a person's actual or perceived sex, as well as gender identity and expression), age, marital status, disability, national or ethnic origin, sexual orientation, familial status, predisposing genetic characteristics, actual or perceived domestic violence victim status, unemployment status, caregiver status or any other category protected by applicable federal, state or local law, in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.