



JOB TITLE: Educational Technology Specialist

DEPARTMENT: Student Services

FLSA: Exempt

CLASSIFICATION: Full-time

REPORTS TO: Dir. Learning and Instruction

DIRECT REPORTS: None

JOB SUMMARY: The Ed Tech Specialist plays a key role in identifying and incorporating appropriate educational technology and Christian Digital Citizenship (CDC) standards and practices for all types of classroom applications and assists school administrators in identifying and correcting problems and deficiencies within current technology-based programs.

ESSENTIAL FUNCTIONS:

DUTIES:

Christian Digital Citizenship and Parental Partnership

- Develops, cultivates, and implements Christian Digital Citizenship (CDC) standards related to digital communication, relationships, practices, culture, and consumption within a Biblical worldview.
- Collaborates with IT, Campus Pastor, Dean of Students, L.E.A.D. Team, and others to create, communicate, and implement pertinent partnering materials for families.
- Coordinates a podcast show focused on Metro CDC that engages families and coordinates other optimizations of the podcast studio.
- Establishes metrics or Key Performance Indicators to monitor all the above.

Technology in Curriculum and Professional Development

- Iterates the design of learning experiences for continual improvements to student learning.
- Designs physical and virtual learning environments that engage students and inspire learning.
- Provides students with the ability to support personalization of learning with outside resources.
- Identifies, documents, and communicates timely updates of tools and innovative usages of tools.
- Analyzes, evaluates, and recommends teaching and learning tools based on utilization, pricing, licensing, effectiveness.
- Inventories and evaluates innovative technologies, applications and websites that could be used by the student body, teachers, and parents.
- Collaborates with the Director of Learning and Instruction (DLI) to ensure alignment, identify gaps, and share information between schools (elementary, middle, high) related to curriculum and standards.
- Collaborates with content and grade level teams to support authentic cross-curricular incorporation of digital standards for all students.
- Collaborates with DLI to provide professional development experiences that aim to support strategic, age-appropriate usage of ed tech in the classroom.

OTHER RESPONSIBILITIES:

- Provides direct care of children.
- Performs other related work as required.

MATERIALS AND EQUIPMENT USED:

- General Office Equipment.

ESSENTIAL ATTRIBUTES:

- Effective oral and written communication skills.
- Excellent interpersonal and organizational skills.
- Exemplary care in handling confidential matters.

COMPUTER SKILLS:

- Proficient in Google/Microsoft Suite and any other pertinent applications.
- Proficient in locating and applying new technological information.

REQUISITE KNOWLEDGE AND COMMITMENTS:

- Knowledge of the appropriate uses of technology for instruction in various subject areas.
- Knowledge of interactive technology systems, networks, and instructional computing directions.
- Knowledge of the current literature, trends and developments in the field of educational technology.
- Knowledge of and ability to demonstrate Christian professionalism appropriate to Metro Christian Academy.
- Knowledge of computer technology, multiple hardware and software platforms, network architecture and cabling techniques.
- Knowledge of and ability to uphold and to integrate Metro Christian Academy's Statement of Faith, mission, vision, motto, and ideal employee profile.

OTHER SKILLS AND ABILITIES:

- Ability to work independently and within a team.
- Ability to establish metrics and develop long term goals and objectives.
- Ability to evaluate the effectiveness of programs and make recommendations for improvements.
- Ability to evaluate the performance of hardware and software and make recommendations for improvement.
- Ability to organize and deliver staff development opportunities that support the use of technology in education.
- Ability to foster both appreciation and understanding of how technology can impact learning and each student's future.

MINIMUM QUALIFICATIONS:**EDUCATION AND EXPERIENCE:**

- Bachelor's degree from an accredited college or university, in the field of education, education technology, or administration, and
- Oklahoma State Teaching Certificate, or
- Any equivalent combination of education, experience, and expertise which provides the requisite knowledge, skills, and abilities.

PHYSICAL DEMANDS:

- Ability to prepare and analyze figures.
- Ability to meet attendance requirements.
- Able to do heavy lifting (up to 50 pounds).
- Ability to read, write, and communicate the English language.
- Ability to move hands in a repetitive motion including grasping, holding and finger dexterity.
- Ability to hear and interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- Ability to carry, push, pull equipment and supplies necessary to complete the essential functions of the position.
- Ability to safely and responsibly operate equipment and machinery necessary to complete the essential functions of the position.
- Ability to display eye-hand coordination, visually inspect, distinguish colors, and accurately measure or assemble at distance close to the eye.
- The duties and tasks associated with this position include the direct care of children and therefore this position is considered a safety sensitive position.
- Able to perform tasks that require repetitive motions such as bending, lifting, climbing, kneeling, walking, reaching above shoulders and sitting, and the ability to climb stairs, step stools and ladders.

WORK ENVIRONMENT:

The work environment characteristics represented herein are representative of those an employee may encounter while performing this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed indoors and occasionally outdoors where there may be physical discomforts associated with extreme temperatures, noise, dust, chemicals, fumes, dirt, and the like. Moderate amount of physical effort required associated with walking, standing, lifting, carrying objects (possibly greater than 50 lbs.), and performing the essential functions required for the position. Extreme noise levels and electrical hazards may be associated with mechanical equipment necessary to complete the essential functions of the position.

STATEMENT OF PURPOSE:

This job description should *not* be interpreted as all-inclusive. The employee may be requested to perform job-related responsibilities and tasks other than those stated in this job description. The employee will be evaluated in part based upon performance of the tasks listed in this job description, as well as performance on other tasks as assigned. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either party may terminate employment at any time, for any reason.

As a partnering member of Metro Christian Academy, I have fully read, understand, and agree with each and all of the aforementioned statements in both the Statement of Faith and this job description, and I agree to receive, support, and provide instruction, discipleship and day-to-day work that is consistent with Metro Christian Academy's Statement of Faith and this job description.