

Solomon Schechter Day School of Greater Hartford
Educational Technology Specialist
Job Description

Solomon Schechter Day School of Greater Hartford, an Early Childhood - 8th grade independent Jewish Day School, is seeking a high-energy candidate for the full-time position of Educational Technology Specialist. Candidates must demonstrate the ability to promote educational technology through classroom instruction and develop the capacity of the school's faculty and staff to integrate technology into their work. Additionally, Schechter is seeking someone who can support the IT needs of the school, including upkeep of both software and hardware in the facility. The Educational Technology Specialist collaborates with appropriate instructional and technical staff to support, manage, optimize the use of instructional software, and network resources to support quality teaching and learning. This skilled professional works independently and collaboratively with colleagues.

The Educational Technology Specialist will be part of the school's educational leadership team and will be responsible to help envision and implement Schechter's Technology program; support the integration of technology into our curriculum, manage IT on site, and oversee cybersecurity and physical security. The individual reports to and is supervised by the Head of School.

DUTIES AND RESPONSIBILITIES:

- Information Technology
 - Support and grow infrastructure
 - Provide technical support for faculty and staff
 - Work with IT services vendor to determine needs of outside technical support
 - Demonstrated experience with iOS, Windows and Chrome OS
 - Administer SIS (RenWeb)
 - Administer website (concrete5)
 - Keep up-to-date and enforce technology policies for students and faculty/staff
 - Telecommunications - phone system, phone lines, fax lines, etc.
 - Make and support technology-related purchasing recommendations during the budget cycle based on teacher needs and assist teachers with their technology-related budget requests.
- Academic Technology
 - Curriculum for technology at all grades levels
 - Google Apps/Classroom administration
 - Chromebook and iPad management
 - Support and encourage teachers with implementing technology into the classroom
 - Professional development as needed for platforms used by faculty
 - Makerspace
- Security
 - Work closely with front office staff to make sure security protocols are followed
 - Keep security protocols up-to-date with latest information from law enforcement
 - Manage access control system
- Participate in school and parent meetings, as necessary.
- Other duties as assigned.

QUALIFICATIONS AND EXPERIENCE REQUIREMENTS:

This position requires an individual with excellent communication and organizational skills; a proven ability to promote a positive and collaborative working environment; a minimum of 3 years using current and emerging technologies to support learning and a minimum of 2 years classroom teaching experience. Master's degree in Educational Technology or related field is preferred.

Interested candidates should submit an electronic portfolio of work created under his/her direction, along with a resume and cover letter to Director of Technology, Jason Kariel (jkariel@ssds-hartford.org).