

Job Title: Lower School Technology Integrationist and Makerspace Coordinator

Department: Lower School

Reports To: Head of Lower and the Director of Technology

FLSA Status: Exempt

Revised: December 20, 2018

Keys School, a K-8 of approximately 320 students and 45 faculty, seeks a full-time Lower School Technology Integrationist to begin August 2018. Founded more than forty years ago, Keys believes students' curiosity and intellect are best nurtured in a safe and supportive environment that offers a constructivist approach to learning. Faculty create interdisciplinary projects that require students to think critically and work collaboratively. Today Keys is known for helping students to become compassionate and empathic community members while developing the confidence to find their voice and advocate for themselves.

With a cross-divisional buddy program, ice-skating lessons, classes in self-science, and an extensive outdoor education program beginning in kindergarten, the school offers an array of distinctive programs. These experiences, in concert with a strong academic program, prepare students to matriculate to the region's highly selective independent secondary schools and rigorous public high schools.

The school is situated on two campuses, about a mile apart. The Lower School campus houses grades K-4, approximately 180 students and 30 faculty and staff. The Middle School campus houses grades 5-8, approximately 140 students, and 30 faculty and staff.

The ideal candidate will possess a solid understanding of children's academic, social, and emotional development; knowledge of current technology, Maker practices, and Responsive Classroom; familiarity with authentic assessment practices; and passion for working with K-4 children. Candidates should have a proven record of collaborative teamwork together with a nuanced understanding of interpersonal relations, strong verbal and written communication skills, and a healthy sense of humor. A minimum of three to five years of teaching experience in independent schools and a graduate degree in a related field are preferred.

Primary responsibilities include:

Lower School Technology integration:

- Utilizing the SAMR model, collaborate with classroom teachers to redefine curriculum by integrating technology.
- Educate Keys School faculty and students about current technological tools and applications and teach the skills necessary for teachers and students to become proficient users of technology, including productivity tools, Google G-Suite, KeysNet, and other digital tools. This might include both group trainings and one-on-one tutorials.
- Act as a guide and coach for all faculty, encouraging, inspiring, and supporting them in the exploration of innovative and purposeful uses of technology.
- Develop and teach digital skills and citizenship curriculum Lower School students.
- Foster a culture of empowered self-help and troubleshooting.

- Evaluate new technologies, stay current with emerging trends and best practices in educational technology, educate the faculty about the same, and proactively advise the school community of hardware and software related matters.
- Enthusiastically champion successes of students and faculty in their technology Achievements.
- Communicate tech initiatives and progress with Lower School families.
- Assess student progress with tech goals and skill mastery.
- Attend division and grade level meetings regularly to understand ongoing projects, curriculum, and issues throughout the school, and collaborate with MS Tech Coordinator, Lower School Curriculum Coordinator and the Director of Technology to ensure consistency and continuity across and between Lower and Middle School.

Makerspace Coordination:

- Oversee, organize, manage and reorder Makerspace materials, supplies, equipment, arrangement and check-out schedule to faculty.
- Supervise student Maker Managers by delegating specific responsibilities, collaborating on planned challenges, teaching proper tool, equipment management.
- Assure student health and safety by teaching proper technique and supervision.
- Oversee LS Maker budget.
- Orient teachers and students to any new low or high tech capabilities from Makerspace.
- Create a warm and welcoming learning environment for students and families; communicate with parents and family members as needed.
- Working with K-4 teachers to implement maker activities in the classroom
- Implement safe and effective classroom management routines and expectations for all students using the Makerspace.

User support:

- Support faculty and students by providing basic end-user technical support as needed with a variety of technical issues, including printing, network connections, and password resets when available.
- Create/update troubleshooting tips and basic tutorials on our systems (G-suite, Blackbaud K-12 (KeysNet), etc).
- Diagnose hardware issues and suggest appropriate course of action to repair.
- Support classroom and event audio/visual needs.
- Manage/maintain all student iPads using JAMF Pro

All faculty and staff at Keys also take responsibility for completing other duties, as assigned.

Supervision: This position co-reports to the Head of Lower School and the Director of Technology. The Lower School Technology Integrationist receives general guidance for instructional support from the LS Curriculum Coordinator, and receives general guidance for technology support from the Director of Technology.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The ability to speak clearly and coherently is also required. One must also maintain a valid driver's license and the ability to transport oneself between two campuses. While performing the duties of this job, the employee is regularly required to sit; use hands, talk, and hear. The employee is frequently required to reach with hands and arms. On occasion, the employee is required to stand, walk, stoop, kneel, crouch, crawl jump, hop, skip, and dance.

Interested candidates should submit a cover letter, resume, statement of philosophy, and three to five references to jobs@keysschool.org

Keys School is an Equal Opportunity Employer. Qualified applicants are considered for employment without regard to age, race, color, religion, gender, national origin, disability, orientation or veteran status. For more information on the school, please visit keysschool.org.