Academic Technology Integrator Job Description

JOB PURPOSE:
Emma Willard School is looking for an 10-month Academic Technology Integrator position whose role is primarily responsible for championing tools, mindsets, and best practices of academic technology to support teaching and learning with a focus on growth and purposeful integration. The Academic Technology Integrator serves as an important resource for students, faculty, and staff and will share responsibility with implementing and integrating academic technology into classes. The Academic Technology Integrator shares responsibility for supporting the various hardware and software systems used by students, faculty, and staff through availability and troubleshooting, training, and professional development. In partnership with Technology department staff, the Academic Technology Integrator will ensure the smooth, consistent, and inclusive technology experience for all students, faculty, and staff.

We seek someone who is committed to and willing to navigate today’s changing and diverse landscape. This individual will help the school promote and nurture diversity, equity, and inclusion. The School encourages candidates from under-represented groups and individuals who have demonstrated experience with diverse populations who can contribute to the diversity and excellence of the academic community through their research, teaching, and/or service to apply.

Roles & Responsibilities

Integration
- Partner with the Director of Academic Technology in defining and supporting the overall approach and goals for use of academic technology in the school.
- Collaborate and support faculty in assessing technology needs/wants and recommend technology to enhance the student learning experience.
- Share and demo best practices through instructional planning, co-teaching, and modeling how to effectively and purposefully integrate technology into the classroom.

Teaching
- Partner with the Director of Academic Technology in creating, developing, and implementing a technology education curriculum across various grade levels with topics spanning from foundational technology skills to digital life skills for the modern day.
- Teach a technology essentials course (once per week) and collaborate with the Assistant Director of Student Wellbeing to thoughtfully incorporate technology-related topics into the READY program.
- Partner with the Director of Academic Technology to co-lead student technology group on campus.

Support
• Assist the Academic Technology & Technology Operations departments with technology troubleshooting, training, support, and guidance. This includes, but is not limited to, these technologies:
  ○ Classroom technology, including hardware (projectors, digital signage, general A/V) as well as software (Google Workspace, Blackbaud, Microsoft, Zoom, OCLC EZProxy, etc.)
  ○ Front-end learning management system (Blackbaud) support & training for faculty
  ○ Laptop computer (Mac & PC), Chromebook, iPads, Amazon Fire TV Sticks, etc..
  ○ Multi-factor Authentication
  ○ Cybersecurity Awareness & Training
• Respond to Academic Technology-related problems assigned by the Helpdesk system via email/in-person/phone and assist in the inventory of classroom A/V and academic technology.
• Assist in the management of iPad program with the school Mobile Device Management software (Jamf School) to assist in configuring and deploying iPads; assigning apps to iOS devices; troubleshooting iOS issues.

Training & Professional Development
• Develop and maintain academic technology and digital training resources for students, faculty, and staff.
• Develop and provide technology professional development and training sessions for students, faculty, and staff.
• Eagerness to participate in professional development and interact with leading educational technology organizations and communities.

Key Skills & Qualities
• Maintain and foster a safe and supportive learning environment where all students, faculty, and staff are heard, respected, and cared for.
• Education-focused mindset with the ability to interact positively and patiently with all constituents.
• Ability to quickly learn new systems, workflows, and willing to iterate on pre-existing processes.
• Excited to be part of a collaborative and communicative team.

Minimum Qualifications
• Bachelor’s degree

We seek to identify, recruit, and develop employees who bring a diversity of experiences, perspectives, talents, and backgrounds. Emma is an equal opportunity employer.

Emma Willard School requires employees to be fully vaccinated with the exception of medical exemptions.

You will need to submit a resume and cover letter to be considered for the position. Please apply through the school's Career Center website.