



## Ed Tech Teacher and AV Integrationist

Type: Full-Time, 10-month

Supervisor: Director of Curriculum and Innovation

Starting Date: August 2023

**Mission Statement:** *Catherine Cook School is a vibrant learning community that fosters curiosity, develops critical thinking, and inspires compassionate leadership for students in preschool through 8th grade.*

**Diversity Statement:** *Catherine Cook School is committed to creating and sustaining a diverse and compassionate community grounded in a culture of integrity.*

At Catherine Cook, we value a diverse and inclusive community. We define diversity as the range of differences and similarities between social identifiers, including race, socio-economic status, ability, age, gender identity, sexual identity, religion, and ethnicity. The ideal candidate is eager to join this type of professional community. We specifically seek candidates from underrepresented backgrounds.

### Job Description:

Catherine Cook School seeks a highly motivated and experienced Ed Tech Teacher to join our team. The Ed Tech Teacher will play a vital role in facilitating the seamless integration of technology into our school's Preschool – 8th Grade curriculum, ensuring our students and teachers benefit from cutting-edge tools and resources. A successful candidate will be passionate about leveraging technology to enhance teaching and learning experiences. Through their expertise and dedication, they will inspire and empower students and colleagues to embrace innovative approaches to learning.

### Qualifications:

- Bachelor's degree in Education, Instructional Technology, or a related field. Master's degree preferred.
- Proven experience working with video production, iPads and Apple education apps, filming and animation software, Lenovo ThinkPads, Adobe Suite, Google Suite, and green screen technology in a PS-8 setting.
- Strong knowledge of current educational technology trends, pedagogies, and best practices.

- Adept at collaborating with fellow faculty, administrators, and other stakeholders to share best practices, co-create resources, and support the implementation of Apple technologies.
- Experience leading workshops or professional development sessions for educators.
- Excellent communication and interpersonal skills, with the ability to effectively collaborate and coach teachers.
- Proficiency in educational technology standards and frameworks (e.g. ISTE Standards).
- Ability to work with teachers across Preschool - 8th Grade and adapt instructional strategies accordingly.
- Proficiency in managing and troubleshooting technology-related issues in an educational setting.
- Strong organizational skills and ability to manage multiple projects and deadlines.
- Flexibility and willingness to take on additional responsibilities as needed.
- Eager to learn, explore, and strive to maintain updated knowledge, skills and certifications in relevant A/V technologies

### **Responsibilities:**

- Collaborate with teachers across Preschool - 8th Grade to design and implement technology-infused lessons and projects that enhance student learning outcomes.
- Provide expert guidance and support to teachers in integrating educational technology tools, such as iPads, education apps, filming and animation software, Lenovo computer systems, Adobe Creative Cloud, Google Suite, and green screen technology.
- Lead workshops and professional development sessions for teachers on technology integration, highlighting best practices and innovative uses of technology in the classroom.
- Conduct engaging parent workshops to educate and support parents in understanding and utilizing technology tools effectively to support their child's learning journey.
- Collaborate with teachers to develop and implement innovative projects that leverage technology across various subject areas.
- Act as a resource and provide ongoing support to teachers, troubleshooting technology-related issues and offering guidance on educational applications and software.
- Coordination of the Tech Assembly Crew, you will be responsible for orchestrating a student and staff team through the setup, takedown, and livestream of the weekly assemblies and assist with A/V support for other school events, as necessary.
- Stay up-to-date with the latest advancements in educational technology, attending relevant conferences and workshops, and sharing knowledge with staff.
- Oversee overall management of the AV Studio: coordination of class integration, maintenance, inventory, device check-in/out, purchasing, and organizing and maintaining digital media and archives of data processed by the lab.
- Fulfill supervision duties, including field trips, ensuring a safe and conducive learning environment for students during designated periods.

Catherine Cook School's educational program focuses on the whole child. Establishing and maintaining positive relationships with children is the foundation of our pedagogical approach. Curriculum must be developmentally appropriate and support the growth of knowledge, skills, and personal assets of children. Click [here](#) to learn more about our strategic plan and our future.

Compensation and benefits are competitive and commensurate with education and experience. Visit [catherinecookschool.org](http://catherinecookschool.org) to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

**Qualified candidates, please [click here](#) to complete an application with resume and cover letter.** If you have questions or need additional information, please reach out to the hiring manager, Sara Ahmed, at [sahmed@ccookschool.org](mailto:sahmed@ccookschool.org).

