



# ST. JOHN'S

EPISCOPAL SCHOOL

**Position Title:** Lower School Academic Technology Specialist and IDEA Lab Teacher

**Date Modified:** February 18, 2021

**FLSA Classification:** Exempt

**Reports to:** Head of Lower School

## About St. John's

St. John's is an independent, coeducational Episcopal school serving up to 500 students in grades pre-k through eight. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not only as a School, but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments, and a caring attitude that extends to all members of our community. Do you dream of becoming the best employee you can? Of coming to work each day with a sense of mastery, belonging, and purpose? Of working with fun, collegial, collaborative, growth-minded professionals? If so, you could thrive at St. John's.

## Position Purpose

This full-time role is responsible for teaching foundational technology classes to prekindergarten through fourth grade students, as well as supporting teachers and students in the use of technology in the broad areas of design thinking, coding, robotics, keyboarding, productivity, digital citizenship, and media literacy. This position helps develop and deliver technology-related professional development and advocates for the appropriate use of technology and pedagogical best practices within the entire School curriculum.

## Key Accountabilities

- Teach pre-kindergarten through fourth grade technology classes.
- Work with key leadership team members to design long and short-range planning of curriculum/technology integration and develop a technology curriculum that focuses heavily on problem-based learning strategies, design thinking, and age-appropriate technology skills.
- Foster a culturally-competent classroom by establishing and maintaining a respectful and conscientious environment.
- Partner with the Middle School technology teacher to manage a lab space that promotes curiosity, exploration, and creativity.



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- Serve on one or more subject-specific vertical teams to ensure curriculum alignment and appropriate skill progression through Lower School and into Middle School.
- Maintain curriculum documentation in accordance with Lower School division requirements.
- Understand and meet the developmental and academic needs of Lower School students of varying academic, social, and emotional abilities through differentiated instruction.
- Adapt instructional strategies to accommodate the needs of students with diagnosed learning differences according to the accommodations outlined on Student Support Plans.
- Provide feedback to students and parents using a variety of tools including quarterly skill reports, in-person and video conferences, phone calls, emails, and one-on-one meetings. The teacher is expected to write thoughtful, meaningful, and well-articulated comments that reflect students' progress and give specific direction for growth.
- Maintain daily lesson plans and effectively use the Student Information System, Learning Management System, and various other online tools.
- Attend and contribute to regular specialist, vertical, divisional, and all-employee meetings.
- Prepare user accounts, coordinate class setups, and manage logins for apps and subscriptions, such as IXL, Discover Education, BrainPop, Wixie, etc.
- Collaborate directly with Lower School teachers on integrated projects and provide instructional coaching to teachers through content-integrated technology support.
- Research and share trends in software, curriculum, teaching strategies, and other educational areas with the appropriate community audience. Curate and deliver learning resources as possible to teachers, students, and parents.
- Work with St. John's team members and administrators to ensure alignment of PK-8 technology skills including coding, robotics, keyboarding, and media literacy/digital citizenship.
- Demonstrate technical proficiency and the ability to plan, organize, adapt lessons, teach, and communicate in person, to a blended in-person/online class, and in synchronous and asynchronous online environments.
- Consult with the CTO and IT staff as needed to develop, acquire, and deliver appropriate technical solutions and enhancements to the education program and faculty productivity.
- Fulfill other duties as assigned, such as lunch, recess, and carpool duty.



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### **Opportunities and Challenges**

The Academic Technology Specialist/IDEA Lab Teacher plays a pivotal role in the life of a St. John's student. The teacher is a member of the team that helps students develop the habits, skills, and attitudes they will continue to hone throughout Lower School. The teacher must:

- Model the St. John's Code of respect, responsibility, honesty, and care.
- Demonstrate clarity in verbal and written communication.
- Demonstrate strong listening skills.
- Embrace the School's Episcopal identity, ethos, and commitment to respecting the dignity of each individual.

### **Growth Mindset**

- Collaborate with colleagues on the development of curriculum and practice of instructional strategies.
- Leverage the knowledge, skills, and abilities of the Student Formation Team in support of students' academic, social, and emotional needs.
- Pursue growth in relevant technology skills.
- Network with peers at other local and national independent and Episcopal schools.
- Demonstrate commitment to personal and professional growth. Able to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Maintain a presence in professional learning communities and academic leadership teams for EdTech both internally and externally.
- Attend conferences and professional meetings to remain current with subject-specific curriculum, instructional strategies, culturally responsive instruction, and social and emotional learning.

### **Qualifications**

Candidates should not only have excellent teaching and interpersonal skills but also possess a deep understanding of developmentally appropriate early childhood and elementary curriculum, a passion for working with elementary-age students, and a desire to collaborate with other educators.

- A bachelor's degree in education, instructional technology, or a related field is required; an advanced degree is preferred.
- A strong background in teaching and educational innovation with relevant use of technology in elementary grade classrooms. Independent school experience is preferred.



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- Demonstrated experience in designing and implementing student-centered learning experiences in in-person, hybrid, and online learning environments.
- Experience or expertise in learner-centered instructional approaches: project based learning, design thinking, or challenge based learning.
- Experience in adult education practices or in teaching or training adult learners.
- Experience in working in a makerspace or with design and fabrication equipment is beneficial.
- Excellent organizational skills, internal motivation, and the capacity to establish and manage multiple priorities within a complex and fast-paced environment.
- Proven leadership, initiative, and communication skills.
- Possess solid working knowledge of educational technologies and basic troubleshooting skills in computer hardware, software, and networking.
- Must be proficient in use of technology, including the ability to work in online Student Information and Learning Management Systems, to schedule and conduct classes via Microsoft Teams and Zoom, and to use the Microsoft 365 suite.

### **Physical Requirements**

- Ability to lift approximately 30 lbs.
- Ability to work for extended periods of time, including weeknights and weekends when required.
- Ability to work with children and adults in indoor and outdoor settings.
- Ability to work in on-campus, home, and field trip settings.

### **How to Apply**

For more information, or to submit your letter of interest and resume in PDF format, please contact:

Mrs. Chris Patterson, Chief of Staff  
cpatterson@stjohnsschool.org  
214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other school-administered programs.