



FREDERICA ACADEMY

Enriching the Mind, Body and Spirit.

Position Title: Education Technology Integration Specialist (Full-Time)

FLSA Classification: Exempt

Reports to: Head of School

Date Modified: January 2021

School Description:

Frederica Academy is a Pre-K – 12th Grade independent school located on St. Simons Island, GA. The School is a member of NAIS and GISA, and is accredited by the SAIS/AdvancEd. The school has approximately 400 students. For more information, please see our school website at www.fredericaacademy.org and our School Profile under “About us.”

Job Summary:

The Educational Technology Integration Specialist is responsible for the coordination, integration and management of the educational technology that advances the mission of the school.

The Educational Technology Integration Specialist will evaluate and enhance current informational and instructional technology. The Director will also implement technology solutions that enhance the innovative instructional practices among the faculty and across divisions.

Essential Functions

- Serve as the leader and integrator of Educational Technology across divisions at the appropriate levels.
 - Support technology implementation across divisions to enhance the student-centered classroom.
 - Provide professional development opportunities focusing on appropriate use of technology into the classroom and developing 21st century skills.
 - create an all school scope and sequence model for educational technology.
 - evaluate current technology resources and research new instructional resources, software and on-line learning opportunities that best fit the mission of Frederica Academy.
 - Coordinate the Information Technology Resources of the school community.
- Serve as the Technology Integration leader for classroom innovation.
 - Provide classroom management strategies and digital citizenship practices for the community.
 - Support Blended learning opportunities to enhance the experience of students and faculty in the classroom.
 - Assist Division Directors, Department Heads and faculty in the development of appropriate technology resources.
- Manage the Chromebook Management Console/Program and Google G-Suite Integration.
- Coordinate with the Director of Facilities for technology infrastructure.
- Chair Technology Committee; Serve on Academic Leadership Team; Support Administrative Leadership Team, as needed.
- Perform other duties as requested by the Head of School.

Qualifications

- Bachelor's Degree is required; Master's Degree in a field appropriate for this position is preferred.
- 5+ years of experience in technology and multimedia management. Experience in the classroom is preferred.
- Strong understanding of educational technology, Google G-Suite, computer operating systems and experience with learning management systems.
- Ability to communicate and work effectively with all levels of an educational organization.

Physical Requirements:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The individual can expect the possibility of a stressful environment while dealing with a wide variety of challenges and can anticipate deadlines with a varied array of student situations. The noise level in the work environment is usually moderate. Varied extreme outside weather conditions during special activities and school events are possible. The employee will primarily teach indoors with occasional field trips off campus. Some evening and weekend commitments are required.

Frederica Academy is dedicated to providing equal employment opportunities to all personnel and applicants for employment without regard to race; color; religion; sex; national origin; handicap or disability; sexual orientation; or status as a veteran, Vietnam era, or special disabled veteran.