



## **Educational Technology Facilitator**

Gaston Day School is an independent, coeducational day school in Gastonia, North Carolina for approximately 500 students in grades PreK-12.

This posting is for a part-time Educational Technology Facilitator. The primary purpose of this position is to lead in the integration of educational technology tools and skills to enhance the learning experience for students within and beyond the classroom. The Educational Technology Facilitator will promote a vision of technology-enabled teaching and learning that includes use of best instructional practices and access to current information and technology tools. He/she will apply principles of adult learning to design and facilitate relevant, engaging, and differentiated professional development and will collaborate with faculty to plan effective instruction, co-teach, and model strategies with regard to effectively integrating technology into the school's curriculum.

### **Responsibilities:**

- Provide effective leadership and support for establishing, promoting, and sustaining the use of technology tools and information resources.
- Demonstrate fluency with a wide range of digital resources which support resource inquiry and soft skills.
- Promote global digital literacy and awareness by facilitating collaboration and communication using digital tools and resources.
- Teach middle school C-STEAM courses.
- Coordinate training for the iPad Program for middle school faculty, parents, and students.
- Coordinate training for the school's learning management system for faculty, parents, and administrators.
- Support training and communication for the BYOD program in upper school.
- Provide professional development addressing instructional theory, practice, and resources that promote technology standards for teachers and students.
- Provide in-service training and one-on-one support to promote the integration of technology resources in the classroom.
- Co-teach and/or model the use of technology resources to support participation and engagement of all learners.
- Work collaboratively to identify and select resources for curriculum support and partner with teachers to create instruction that is enhanced by those resources.
- Support differentiation of instruction by choosing and modifying learning strategies, tools, and resources to meet all learners' needs.
- Provide support for students using instructional technology in the classroom and suggest strategies to improve study skills by using these devices.
- Research new technology resources and integration techniques.

- Make effective use of data to evaluate the instructional technology initiatives to ensure that they are up-to-date, relevant, and meeting the needs of the school community.
- Complete professional development and participate in professional communities to explore creative applications and enhancements for improving professional practice and student learning.
- Model ethical principles including safe, legal, and ethical use of digital resources and tools including copyright, intellectual property, digital etiquette, and virtual social interactions.
- Manage a budget for mobile devices, instructional technology equipment, training materials, and professional development opportunities.

**Reporting:**

The Educational Technology Facilitator will report to the Head of Lower School, Head of Middle School, and Head of Upper School.

**Experience and Education Requirements:**

A degree in Education or 5+ years in a K-12 educational environment is required; a degree in Instructional Technology is preferred..

**Contact:**

To apply, please email cover letter and resume to Vann Noblett, Director of Finance and Operations, at [vnoblett@gastonday.org](mailto:vnoblett@gastonday.org).

Gaston Day School is committed to increasing the racial, ethnic, and religious diversity of our faculty and staff. The School welcomes applicants who would bring additional dimensions to the school's teaching mission. In accordance with law, Gaston Day School is an equal opportunity employer and hires without discrimination on the basis of race, color, religion, national origin, sex/gender, age, or disability.