

## Technology Integration Specialist – Part-time (20 hours)

**Job Title:** Technology Integration Specialist - Part-time (20 hours)

**Reports to:** Head of School

**Start Date:** August 1

The Wolf School, an innovative independent lower and middle school for children with multiple learning challenges, is currently recruiting a part-time Technology Integration Specialist.

The Wolf School inspires Complex Learners to discover confidence, compassion, and a love of learning to reach their full potential.

The Wolf School, a small independent day school in East Providence, Rhode Island, was founded in 1999 to provide a unique educational environment for children with multiple learning differences. The goal was to create a school that would provide children with opportunity to reach their full academic and social potential. The founding members of the Board, including educators, clinical specialists and a family, created a model that emphasizes the development of core grade level skills taught through a therapeutically guided curriculum. As a result, our students make significant gains academically and socially. Today, the Wolf School educates up to 75 students in grades K-8 from Rhode Island and Massachusetts.

The Technology Integration Specialist is a year round, part-time position designed to facilitate the integration of educational technology with best teaching practices. As the Wolf School continues to invest in technologies that help empower students to access curriculum and further understand who they are and what they need as complex learners; it is critical that we are equally committed to developing the capacity of our faculty to incorporate these tools into the curriculum in a way that serves to both enhance academic content and support student understanding of the universal challenges that technology presents. The Technology Integration Specialist will promote and oversee the technology skill development and curriculum integration for all faculty, and work with students to enhance instruction through the effective use of technology in the classroom, supporting and promoting the utilization of technology throughout the school.

### Duties and Responsibilities:

- Meet regularly with classroom teams to develop uses of classroom technology that will enhance their programs
- Collaborate with teachers to support their use of technology in delivery of curricula through a variety of instructional methods, work with teachers toward achieving technology-related learning objectives through the use of various hardware, software, and Internet resources, and assist teachers in developing curriculum and content that utilizes those educational technology resources
- Teach Digital Literacy and Citizenship to all students
- Outline and implement scope and sequence for each class level
- Assess technology skill levels of teachers and staff, and assist in the achievement and progress tracking of each faculty member's technology goals (with support of the Director of Teaching and Learning)
- Troubleshoot basic hardware and software issues, roll out and update as needed
- Research new and existing technologies that infuse S.T.E.A.M into the curriculum and advance Wolf's Vision for Technology
- Support faculty and co-teach as necessary to facilitate the integration of new technology into the curriculum
- Support parent body (i.e., updates, workshops, tech talks)
- Be able to work with multiple distractions and changing priorities
- Attend weekly staff meetings and all school assembly
- Create and provide learning resources for faculty and staff, including web sites, tutorials, and interactive programs that support technology integration. Teachers will be guided and encouraged to develop their own resources, while the Technology Integration Specialist will support these efforts by providing additional support as needed
- Attend and co-facilitate Technology Committee meetings as needed
- Collaborate with our outside technology partner, who is responsible for maintaining and supporting the school's infrastructure, to provide input and feedback about big picture technology planning
- Identify trends in software, curriculum, teaching strategies, and other educational areas
- Participate in the selection of appropriate educational software to augment class content
- Provide tips on how to increase productivity through the use of technology
- Advance and promote use of technology throughout the school
- Attend technology-related workshops and conferences
- Provide professional development sessions and workshops for faculty and staff
- Provide technical support and training for administrators, faculty, staff, and students
- Provide desktop support when needed

**Additional Skills/Abilities:**

- Provide consistent high-quality work with minimal supervision, takes initiative
- Find creative and effective ways to solve problems, able to be flexible, open to new ideas
- Creative thinker and planner
- Strong verbal and written communication skills
- Ability to establish rapport with complex learners
- Ability to work on a team, open to giving and receiving feedback
- Strong time management skills and ability to manage multiple priorities
- Have strong interpersonal skills which support and engender trust
- Have a strong sense of self and a good sense of humor
- Possess a deep sense of community
- Understand and support multicultural education
- Maintain an attitude that encourages teamwork and personal responsibility

**Job Requirements:**

- Bachelor's Degree required, Master's preferred
- Teaching certification in Elementary, Middle School and/or Special Education required
- Have 2+ years of teaching experience
- Strong technology literacy background
- Appreciate and enjoy working with adults and children with complex learning profiles
- Possess good organizational capabilities and be able to implement these effectively
- Have a passion for researching and learning new technology
- Be adept at operating Macs, Chromebooks and iPads
- Experience with both Mac and Windows environments
- Extensive working knowledge of computer hardware, software, peripherals, and related technologies
- Ability to explain technical jargon to general audiences
- Strong understanding of key learning theories and methods of instruction and their relation to technology integration
- Familiarity with methods for integrating technology into the curriculum such as online portfolios, web-based research methods, and other forms of assessment.
- Experience with effective technology teaching strategies in teaching software and hardware skills
- Technology skills in current computer software, including word processing, web page development and design, presentation, digital video and audio editing, digital photography and design software, and graphics applications

**Please email or mail resume to:**

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