

## **Technology Integration Specialist**

### **Renbrook School**

#### **8.1.25**

#### **Role Overview:**

The technology integration specialist at Renbrook School supports the effective and ethical use of technology in teaching and learning. The role involves providing technical support, maintaining the educational technology ecosystem, coaching and collaborating with faculty, and fostering digital citizenship among students. As a member of the IT department, this person works closely with the Director of Academic Technology, Director of Library services, Director of Student Support Services and the Head of the Lower School and reports to the Director of IT.

#### **Helpdesk Triage**

- Serve as the first point of contact for faculty and students requiring technical support.
- Troubleshoot hardware, software, and connectivity issues in classrooms and learning spaces.
- Track Lower School student device malfunctions.
- Prioritize and escalate issues within the IT department as necessary.
- Maintain a knowledge base of common issues and solutions to empower faculty and students with self-service support resources.

#### **EdTech Stack Maintenance**

- Manage and support the suite of educational technology tools and platforms used by the Lower School.
- Ensure software and applications align with curricular goals.
- Collaborate with other members of the IT department to maintain hardware and network functionality.
- Assess and recommend new tools to enhance learning experiences.

#### **Professional Development**

- Stay current with emerging educational technologies.
- Design and deliver professional learning opportunities for faculty on the integration of technology in the classroom.

- Model best practices in instructional technology.

### **Curricular Coaching**

- Support faculty in designing digital learning experiences that are engaging, inclusive, and personalized.
- Co-plan and co-teach lessons that leverage technology to enhance student learning.
- Assist in developing assessment strategies that incorporate technology effectively.

### **Digital Citizenship Teaching**

- Implement a structured digital citizenship curriculum based on ISTE standards.
- Guide students in responsible, ethical, and safe technology use.
- Facilitate discussions and activities on topics such as media literacy, online safety, and digital footprint awareness.
- Collaborate with faculty and families to promote digital well-being.

### **1:1 PC Device Education for Students and Teachers**

- Help to maintain student laptops, set up student accounts (including Microsoft 365), and help to process laptop repairs when necessary.
- Provide training and resources for faculty and students on the effective use of 1:1 devices.
- Develop strategies for classroom management and student engagement using personal devices.
- Troubleshoot device-related issues and ensure proper usage policies are followed.

### **Required Qualifications:**

- Bachelors degree, with a specialization in Educational Technology strongly preferred
- Strong communication and interpersonal skills
- Strong attention to detail
- Ability to manage multiple priorities
- Excellent organization, planning, and time management skills

The review of candidates will begin immediately with an anticipated start date of August 2025.

A generous salary and benefits package (including health, dental, and retirement, professional development, free lunch, and tuition remission) and a supportive professional environment is a strong feature of Renbrook's learning community.

All applications must be provided via e-mail. **Please send a cover letter, resume, and three references included together in one PDF document**, to [employment@renbrook.org](mailto:employment@renbrook.org) with "**Technology Integration Specialist**" in the subject line.

Renbrook School is an affirmative action - equal opportunity employer and does not discriminate in employment on the basis of race, color, religious creed, age, gender identity or expression, marital status, national origin, ancestry, present or past history of mental disability, intellectual disability, learning disability or physical disability, including but not limited to blindness, veteran status, sexual orientation, and other protected classes.

Renbrook School will make a reasonable accommodation for known disabilities of a qualified applicant or employee unless the accommodation would impose an undue hardship on its operation.

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