



## **The Lamplighter School**

11611 Inwood Road  
Dallas, Texas 75229  
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### **Academic Technology Coordinator**

**Reports to:** Assistant Head for Teaching & Learning: Lower School

**FLSA Status:** Salaried, Exempt

**Work Schedule:** Full-time; School year

#### **Position Overview:**

Under the supervision of the Assistant Head for Teaching & Learning: Lower School, the Academic Technology Coordinator will be responsible for guiding the development and delivery of the Technology Curriculum to the Lower School Students (grades 1-4).

#### **Job Responsibilities:**

- The Academic Technology Coordinator will plan, organize, and implement technology lessons that support students in their growth and development over a wide range of technology related skills and topics
- Provides direction for the integration of technology in the Early Childhood and Lower School Divisions
- Oversees selection and implementation of academic software
- Oversees administration of all academic hardware
- In consultation with the Head of School and Division Heads, coordinates academic professional development and training of faculty in technology
- Reinforces best practices of digital citizenship and liaise with the Assistant Head for Teaching & Learning and Office of Student Life in situations where students are not following these best practices
- Manages all student/teacher accounts for all academic sites and software
- Oversees the student broadcasting program (FLASH) by training and working with students in preparation for regular morning broadcasts
- Performs other duties as requested by the Assistant Head for Teaching and Learning and Head of School

#### **Education and Experience:**

- Bachelor's degree required; Master's degree preferred
- Knowledge and experience teaching ages 5 - 10 years
- Experience in designing and implementing technology curriculum

**Job Knowledge, Skills, and Abilities:**

- Demonstrate thorough knowledge of teaching practices and a commitment to teaching within a caring, highly academic environment.
- Strong oral and written communication skills
- Ability to establish rapport with students, teachers, faculty, and staff
- A positive outlook and a willingness to collaborate with students, teachers, parents, and administration.
- Strong organizational skills
- Knowledge of current trends and research in early childhood learning
- Excellent verbal and written communication skills
- Familiar with current effective/research-based strategies for using technology

