



TITLE: Instructional Technology Specialist

REPORTS TO: Business Manager

SCOPE: The Instructional Technology Specialist shall be responsible for the coordination, integration and implementation of instructional technology across York Academy facilities. He/she shall be responsible for planning, purchasing, installing, integrating and maintaining instructional technology devices and platforms, as necessary, and ensuring their use within compliance of local, state, and federal requirements and regulations. This position will also assist with planning, budgeting and purchasing of technology solutions that support the mission and vision of York Academy.

PRIMARY RESPONSIBILITIES:

1. Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents, guests and others consistent with operating guidelines and regulations.
2. Coordinates and integrates instructional technology platforms to optimize staff use and student learning.
3. Ensures that end-user technology devices (e.g., Chromebooks, laptops) are in proper working order and updated as needed.
4. Supports the implementation of operational and educational technology initiatives (e.g., new systems, educational programs, hardware) that strengthen the school vision, positively impact educational achievement, and enhance student learning and student-teacher interaction.
5. Trains staff, utilizing varied models (direct/indirect, one-on-one/group), in the effective and efficient use of technology and supported applications, as needed. Establishes systems to ensure ongoing educator learning (e.g., technology help page).
6. Supports York Academy leadership in livestreaming meetings and other functions, as necessary, to promote school governance, student/family engagement, and staff-student interaction.
7. Communicates technology-related activities and issues to necessary stakeholders, including third-party technology vendors.
8. Manages the inventory and surplus of technology equipment, systems and related services to ensure that all technology purchases are consistent with school technology objectives, and that equipment is properly inventoried according to local, state and federal guidelines, when applicable.
9. Coordinates with academic leadership and the Business Office in planning and purchasing instructional technology that supports student learning.
10. Oversees technology operations to ensure an effective, efficient and safe environment where technology equipment and services are appropriately utilized to support routine administrative and educational functions of the school.

EDUCATION, CERTIFICATION, WORK RELATED EXPERIENCES:

1. Undergraduate degree or related experience in Computer Science, Information Technology, Management Information Systems or other equivalent discipline.

TECHNICAL COMPETENCIES AND SKILLS:

1. Strong understanding of and demonstrated experience in the development, installation and maintenance of information systems.
2. Strong understanding of Google School products, MS Active Directory, group policies, security groups, and network logon scripting.

3. Knowledge of student data systems (e.g., Sapphire), educational platforms (e.g., Canvas) and classroom technology (e.g., digital cameras, projectors, Smart Boards) preferred.
4. Demonstrated ability to negotiate and work with vendors and consultants.
5. Demonstrated ability to work effectively with parents, community and staff on internal and external technology-related committees.
6. High degree of organization and project management skills and motivation to meet organizational objectives; ability to manage projects on interrelated timelines.
7. Excellent troubleshooting skills and ability work independently to solve issues.

PHYSICAL DEMANDS:

1. Ability to reach above and below the waist.
2. Ability to use fingers to pick, feel, and grasp objects.
3. Ability to lift and/or carry supplies and/or papers weighing no more than 50 pounds
4. Ability to stand, with some walking, sitting, or moving throughout the school

SENSORY ABILITIES:

1. Visual and auditory acuity

WORK ENVIRONMENT:

1. Subject to inside and outside environment conditions

TEMPERAMENT:

1. Must possess excellent interpersonal skills
2. Must be able to work in an environment with frequent interruptions

COGNITIVE ABILITY:

1. Ability to communicate effectively
2. Ability to organize tasks
3. Ability to handle multiple tasks
4. Ability to exercise sound judgment

SPECIFIC SKILLS:

1. Must be able to make judgments and work under high levels of stress
2. Must be able to work independently with little direct supervision
3. Must be able to work as part of a team
4. Must be able to display effective multi-tasking and time management skills
5. Must be able to utilize the required instructional strategies recommended for International Baccalaureate schools
6. Must be able to demonstrate strong work ethic to achieve academy goals
7. Must possess computer skills
8. Ability to operate office equipment

Approved: September 14, 2020

York Academy Regional Charter School is an Equal Opportunity Employer. ADA requires the York Academy Regional Charter School to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.