

JOB TITLE: TECHNOLOGY TEACHER

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Teach technology, computer science, and robotics to scholars in grades K2-8
- Teach skills in the following areas: Digital Citizenship, Google workspace (includes Docs, Slides, Sheets), Code.org Computer Discoveries, LegovEv3, and MakerBot 3D printing
- Provide technical support to teachers, staff, and scholars
- Manage school wireless network
- Manage student information system (FACTS/Ren Web)
- Manage user accounts for various services
- Manage and regularly update school website.
- Facilitate NWEA MAP testing for grades K2-8
- Manage Rosetta Stone contract and Chromebook leases
- Manage E-Rate bids and contracts in conjunction with TecEdge
- Manage network printers and keep toner in ready supply

Optional

Coach afterschool EV3.First Lego League robotics club for scholars in grades 5-8

QUALIFICATIONS:

- Bachelor's degree required
- Preferred Massachusetts State certified and licensed for education
- Well organized, ability o multi-task and effectively work in a busy, changing environment
- Able to handle confidential, sensitive, timely and critical matters requiring good judgement, tact, respect, and discretion
- Ability to communicate effectively through email and/or telephone
- Strong service orientation
- Willingness to support the mission and vision of Sacred Heart STEM School

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