

DIGITAL LEARNING COORDINATOR

Job Description

Overview

The digital learning coordinator provides direct instruction to students in the history and use of technology, including but not limited to introductory and advanced computer science. This position also provides direction and assistance to fellow teachers as they integrate technology into the learning experiences they plan for students. Additionally, the position manages all aspects of the school's technology program. The day to day responsibilities require her or him to serve as teacher, leader, communication specialist, trouble-shooter, and problem-solver.

Qualifications

- Five years of experience with classroom instruction and/or technology leadership in an educational environment
- Knowledge of current educational practices and methods
- Master's degree in instructional technology; bachelor's degree will be considered; teacher license required
- Excellent verbal and written communication skills and organizational skills

Duties

- Maintain high expectations for students and teachers
- Provide direct instruction to students
 - computer, keyboard and Internet skills
 - application design
 - computer science and advanced computer science
- Collaborate with all staff to develop curriculum materials and specific learning experiences that integrate technology
- Provide support to students and teachers in use of various software programs and digital resources
- Assist with special projects school-wide
- Provide leadership and assistance in the selection, ordering, receiving, and installing new equipment and software
- Assist school personnel in securing supplies for classroom, lab, and makers space use
- Facilitates the use of school computers (mobile carts, classroom clusters, makers space, etc.)
- Troubleshoot hardware and software problems and recommend repairs as needed
- Design and lead professional learning that is relevant and hands-on

- Model the integration of technology in all curriculum areas
- Provide leadership in the development, implementation, and evaluation of an instructional technology plan aligned with the Hopewell Academy vision and mission
- Carry out other instructional and non-instructional duties as assigned and/or as needed; these duties may or may not be directly related to instructional technology

Other Information

- 10-month, full-time position, August - June
- Salary is determined based on the classroom teacher salary schedule

Contact Information

Email or mail a letter of interest, current resume, and recent salary history as well as information on any special training or certifications to

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