



## Prestonwood Christian Academy

## Job Description

Position: **Instructional Technology Specialist**  
 Reports to: **Senior Director of Technology**  
 Classification: **Full Time, Salaried, Exempt**

**Mission:** To assist Christian parents by helping equip students to embrace biblical truth, strive for academic excellence, and model Christ-like leadership to influence their homes, churches and communities for Christ.

### Employee Profile:

Spiritually, the employee shall possess characteristics that reflect:

- Acceptance without reservation of the PCA doctrinal beliefs
- A strong clear Christian testimony.
- A mature, godly spirit
- A person of faith and prayer

Personally, the employee's life shall reflect:

- A lifestyle of biblical integrity
- A spirit of dedication, commitment, flexibility, and responsiveness
- The ability to listen and respond to counsel

### Primary Purpose:

Collaborate with teachers and administrators to create blended, online learning that is engaging and authentic. Build capacity in teachers that has a campus-wide impact on learning and teaching. Model the use of emerging technologies to design student-centered learning environments where students access, create and share content as well as collaborate with others. Collaborate with Instructional Technology and Technical Services to create a model technology program for all students and staff.

### Special Knowledge/Skills:

- Ability to mentor peers in a positive, encouraging manner
- Strong organizational, communication, and interpersonal skills
- Knowledge of curriculum and technology used in a variety of instructional settings to improve teaching and learning
- Knowledge of current research on educational technology and curriculum trends
- Strong instructional background
- Ability to create content and troubleshoot issues within a Learning Management System (i.e. Moodle, Blackboard, Canvas etc.)
- Ability to provide professional learning for teachers and administrators
- Experience working in a Professional Learning Community (PLC)
- Experience in differentiated learning using technology
- Experience with innovative ways to integrate technology into curriculum
- Experience connecting specific content areas and digital learning opportunities

**Responsibilities and Duties:**

- Design and lead opportunities for collaboration across departmental teams and campuses to support organizational goals
- Interact with teachers using sound coaching and collaboration methods
- Provide support to teachers in implementation of instructional resources to align with PCA curriculum
- Develop and implement a monitoring process for the use of instructional technology
- Make continuous improvements in key processes, techniques, and procedures related to the instructional technology program
- Provide frequent feedback to staff members and administrators regarding instructional technology
- Continually search for, evaluate, and implement use of new instructional resources for differentiating diverse learning
- Assist in orienting new staff

**Minimum Education/Certification/Experience:**

- Master's Degree Preferred
- Three years classroom experience including understanding best practices for emerging technologies, professional learning, and classroom instruction
- Apple Education/Training Preferred
- Google Apps Certification Preferred
- Learning Management System – Extensive experience designing and delivering professional development with digital learning / learning technologies

**Physical, Environmental and Mental Requirements:**

- Regularly standing and walking around the classroom lecturing and monitoring students
- Regularly sitting at the computer requiring repetitive finger motion and manual dexterity
- Close visual acuity required for viewing a computer monitor, preparing and analyzing data and figures, transcribing and reading
- Hearing – ability to perceive sounds at normal speaking levels with or without correction
- Ability to communicate effectively, even in stressful situations
- Primarily inside, classroom environment but occasional outside duties may be required
- Periodically required to stoop, reach, push and pull objects for various reasons
- Occasional lifting of 10 to 20 pounds
- Subject to frequent interruptions and frequent deadlines