



**POSITION TITLE:** SCHOOL TECHNOLOGY AND INNOVATION TEACHER  
**REPORTS TO:** PRINCIPAL- DR. JACOB HOLLATZ  
**FLSA STATUS:** EXEMPT; FULL-TIME – 40 hours/week – 10 months/year  
**DEPARTMENT:** SCHOOL  
**PAY RATE:** \$50,000-\$80,000/Annually; DOE

## SUMMARY:

Fosters an environment where students and teachers are encouraged to experiment, explore, create, and collaborate in a technology-rich academic environment. Builds autonomy and responsibility through the development of foundational to advanced technology skills and habits. Provides academic instruction to the students of St. John's Lutheran School in accordance with requirements set forth by the State of California. Prepares and develops lesson plans and other instructional materials for assigned classes. Coaches and encourages teachers in advanced technology instruction techniques. Exemplifies the Christian philosophy of the St. John's Lutheran Church mission statement in all aspects of day-to-day duties and responsibilities.

## POSITION ESSENTIAL RESPONSIBILITIES:

- Demonstrates values and attributes in connection with the faith being taught by St. John's. Lutheran Church, with the purpose of being a role model to employees and those being served.
- Troubleshoots and assists teachers and students with a variety of technology issues and problems.
- Creates, organizes, teaches, co-teaches, and coaches plans and grades a variety of curriculum units and classes with K – 8th grade teachers.
- Organizes and manages all STEM Lab equipment, including iPads, furniture, 3D printers and spaces.
- Investigates and helps administration with student technology discipline issues.
- Manages distribution of and collecting of iPads including the signing of the family and iPad contracts at the beginning and end of year.
- Trains teachers in the use of a variety of technology equipment.
- Directs the LMS (Google Classroom) for students and teachers.
- Trains teachers on all appropriate school technologies.
- In collaboration with IT team, manages, uploads, and maintains all online curriculum and educational accounts for students and teachers (Clever Accounts).
- Manages Apple Distinguished School from application to fulfillment and beyond.
- Collaborates with the Curriculum Leadership Team (CLT) on all aspects of student learning.

## COLLABORATES WITH SCHOOL ADMINISTRATION ON:

- St. John's vision for STEM education.
- Innovation for student learning and technology integration at St. John's.
- Instructing families in the appropriate use of technology at school and home.
- Parent information and education on all aspects of technology and student learning.
- Leading all aspects of technology and curriculum integration in collaboration with CLT.

- Leading all aspects of technology professional development.
- Overseeing, and creating budgets for school technology, and technology professional development.
- Performing related duties as assigned.

#### **KNOWLEDGE AND SKILL REQUIREMENTS:**

- Any combination equivalent to: Bachelor's degree in education, childhood development or areas of specialization.
- Is or will become a member of St. John's Lutheran Church.
- **Intermediate Core Knowledge** of verbal and visual presentation skills and adult education/teaching; and educational technology of the future.
- **Intermediate Language Skills**, written and verbal.
- **Intermediate Reasoning Ability** – Ability to apply common sense understanding to carry out instructions provided in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Intermediate Organizational Skills** – Intermediate abilities with planning multiple priorities simultaneously, create work schedules for team and anticipate proactive solutions. Demonstrates self-initiative by requiring minimal direction, as well as anticipating problems and providing appropriate responses. Ability to work with appropriate pace and urgency.
- **Advanced Computer Skills** –Knowledge or curiosity for every type of educational technology
- **Certification / License Requirements** – Valid teaching credential or state certificate/license preferred, CPR/First Aid Certified; Mandated Reporter

#### **PHYSICAL DEMANDS/ WORK ENVIRONMENT:**

- Frequently engaged in standing, walking, sitting, using hands and arms, talking and hearing
- Occasionally engaged in climbing, stooping, kneeling, crouching and crawling
- Regularly lifts up to 50lbs
- Must be able to see clearly at both close and far distances (20 feet or more). Must have the ability to see using peripheral vision and depth perception

Employee Name:	
Employee Signature:	Date:
Supervisor/Manager Name:	
Supervisor/Manager Signature:	Date: