

## **Employment: EdTech Coordinator for iPad 1:1 Program**

### **Description:**

St. Lucy's Priory High School is an all-girls, private, Catholic high school located in the foothills of Glendora. The school has developed a robust iPad 1:1 program implementation system and is seeking an Educational Technology Coordinator to assist in implementing, managing, and further developing this program.

### **Teaching**

- Teach the faculty how to develop classes on iPad
- Develop & Implement Teacher and Student iPad & technology curriculum to meet the changing demands of students
- Develop computer and digital curriculum
- Teach G Suite including Google Classroom, Drive, Docs, Sheets, Slides and Forms
- Present ongoing education seminars to the faculty and staff

### **Leading the Student Tech Team**

- Coordinate, train, supervise, and schedule the Student Tech Team
- Lead and assist the Student Tech Team & troubleshoot any problems on iPads during support times: 30 min before and after school, breaks and lunch.

### **Supporting the students and staff both in and out of class**

- iPad, A/V & Apple TV support during class times
- Digital presentation support during class times
- Know how to use, teach and troubleshoot all the Core & Essential and provide assistance when needed
- Assure that cables, portable batteries, wall chargers and other iPad accessories are currently stocked in student store
- Provide support with apps including: 1Password, Apple Classroom/Pages/Numbers/Keynote, Catholic Study Bible App Ignatius-Augustine, Find My Phone, Google Classroom, Docs, Drive, Sheets, Slides, iBooks, iMovie, iTunes U, Laudate, Merriam-Webster Dictionary HD, MyHomework Student Planner, Notability, Quizlet, Scannable, Self Service (JAMF)

## **More**

- Reports to and works directly with the Director of Information Technology & Assistant Principal for Academic Affairs
- Perform any other duties assigned by the Principal, Head of School, or IT Director
- Work with Faculty Member tech support person(s) to assure congruity across program

## **Requirements:**

- B.A., Master's degree or Credential
- Enjoyment working with high school students
- Self-motivated: Able to be extremely productive, even with limited oversight at times
- Experience teaching in all girls' high school would be a plus
- Experience in an iPad 1:1 program is a plus
- Experience coding, website building or studying computer science is a plus
- Experience in teaching computer science also a plus
- STEM experience is a plus
- Experience leading and training adults is also plus
- Experience building curriculum is a plus

We will provide training.

Compensation: Competitive, full-time salary

## **Application Procedure - Email the following items to: Mrs. Emily Contreras:**

1. Letter of Interest.
2. Resume reflecting educational and professional background.
3. Download and submit application at <http://stlucys.com> (under the "About" tab).
4. Names and contact information for two professional references (to be contacted only with the applicant's permission)

## **Application/Information Email or Mail to:**

St. Lucy's Priory High School  
Emily Contreras, Secretary  
655 W. Sierra Madre Ave.  
Glendora, CA 91741  
(626) 335-3322 ext. 0  
Email: [econtreras@stlucys.com](mailto:econtreras@stlucys.com)

No phone calls or walk-ins.