



St. Andrew's-Sewanee School seeks
Educational Technology Coordinator
to begin July 2023

YOU BELONG HERE.

St. Andrew's-Sewanee School seeks a dynamic Educational Technology Coordinator/Computer Science/Science Teacher with a commitment to Middle and Upper School education in a boarding/day school with a diverse and welcoming Episcopal environment. The Educational Technology Coordinator is responsible for all curricular issues relating to technology at the school and will assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend learning. S/he will collaborate closely with the IT Manager. This is a 10+ month, full time, exempt position, and reports to the Associate Head of School.

Outstanding candidates will be self-directed, possess exceptional rapport-building skills, have a generally upbeat and enthusiastic disposition, and enjoy working with other adults to encourage challenge, balance, and joy in the lives of adolescents.

Successful candidates for employment will have a demonstrated commitment to diversity, inclusion, and multicultural competence.

ABOUT ST. ANDREW'S-SEWANEE SCHOOL

Named one of the eight most beautiful high schools in the South by [Southern Living](#) magazine, St. Andrew's-Sewanee School (www.sasweb.org) is a private, co-educational, Episcopal, day and boarding college-preparatory school serving 240 students in grades 6-12. Established in 1868, the school welcomes students from across the country and around the world. Our faculty and staff appreciate abundant outdoor adventure, access to the cultural opportunities of the nearby University of the South, and the joy of cultivating close relationships in a small community. At SAS, we challenge our students to fulfill their greatest potential while helping them to cultivate lives of balance and joy.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Teach computer science and/or science courses.
- Work closely with administrators, curriculum leaders, and teachers to spearhead technology initiatives that support teaching and learning.
- Research and evaluate new and emerging educational technologies, remaining mindful of maintaining the school's academic mission.
- Develop, coordinate, and teach workshops and classes on instructional and administrative applications for Windows, Mac, Chromebook, and iPad devices.
- Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.

- Work collaboratively with the IT Director to plan major hardware and software rollouts, faculty and student device and deployment and collection, and device refresh cycles.
- Communicate information about training services and research, including preparing learning resources and training materials for teachers, families, students, and staff.
- Establish systems for educators to access, preview, or receive training in hardware usage and software applications.
- Plan for the accommodation of learning differences via the usage of appropriate technology tools such as adaptive and assistive devices and apps to differentiate instruction.
- Serve as a liaison of technology to the department chairs and academic and administrative teams.
- Assist faculty with grading and lesson plan setup and use of Student Information System (Blackbaud).
- In conjunction with the school's technology department, support and troubleshoot problems relating to hardware and software.
- Perform other duties as assigned by the head of school.

QUALIFICATIONS, SKILLS, AND EXPERIENCE:

- Bachelor's degree in Instructional Technology, Computer Science, or a related field with significant training in educational technology; Master's degree preferred
- Experience in curriculum coordination or educational technology and classroom teaching, 2 - 3 years preferred
- Demonstrated knowledge of instructional technology hardware, software, and related web-based or other tools, information technology, systems management, as well as network development and management
- Fluency and comfort with both PC, Macintosh, and Chromebook operating systems
- Fluency and proficiency with Google Apps for Education
- Strong supervisory, organizational, technical, and analytical skills
- Ability to articulate and communicate complex technology concepts effectively in non-technical terms in a compelling manner.
- Excellent interpersonal skills
- Exceptional written and verbal communication skills
- Detail oriented
- Problem solver
- Able to work collaboratively
- Passionate about working with and inspiring high school learners
- Commitment to St. Andrew's-Sewanee's mission and vision and comfort with the tenets of the Episcopal Church
- Ability to communicate and work effectively with members of the SAS community

Applicants with residential boarding school experience and/or independent school experience will be given special consideration.

COMPENSATION

This is a full time, academic year position with some summer assignments (10+ month). Salary is dependent on education and experience. Benefits include a tuition remission plan, health

and dental insurance, worker's compensation, short-term and long-term disability, group life insurance, retirement plan, and eligibility for grants for professional enrichment and continuing education.

TO APPLY

Applications should be directed to the Educational Technology Coordinator. In addition to the required [Employment Application](#), please include a letter of introduction and a résumé. We will begin reviewing applications immediately and will close the application process when the position is filled.

St. Andrew's-Sewanee School is an Equal Opportunity Employer.

Direct applications and inquiries to:
Educational Technology Coordinator Committee
employment@sasweb.org
St. Andrew's-Sewanee School
290 Quintard Rd.
Sewanee, TN 37375