



Director of Instructional Technology

Blessed Sacrament School in Walpole, MA is seeking a full-time **Director of Instructional Technology**, to begin work on July 1, 2017.

Established in 1966, Blessed Sacrament School provides a Catholic education to children in Preschool through Grade Eight. Blessed Sacrament School strives to nurture every child spiritually, intellectually, socially, physically, and emotionally in an atmosphere of Christian concern and service.

Responsibilities for this position will include:

- Providing weekly instruction to students in Pre-K through Grade 8 through a diverse, dynamic, relevant, age-appropriate, and accessible curriculum.
- Leading all faculty and staff in researching and implementing technology that supports student learning effectively and efficiently. Particular leadership will be expected in the implementation of our 1:1 iPad program in Grades 6-8.
- Coordinating professional development for faculty and staff in the area of technology integration; coaching teachers inside and outside of the classroom on the integration of technology into their instruction.
- Establishing and overseeing the implementation of policies for students, faculty, staff and parents to ensure safe, productive and appropriate use of technology.
- Working with the school's IT provider to oversee infrastructure, security control, hardware, and software maintenance so that everyone has maximum functionality of programs and devices at all times.
- Helping the principal to manage the IT budget effectively, following procedures established by the Pastor and Principal, while working with the Advancement Director to secure grants.
- Maintaining an accurate inventory of computer hardware, software and licenses.
- Communicating in a timely and effective manner with all students, teachers, staff, administration and parents, regarding technology use.

Candidates for this position should meet the following qualifications:

- A commitment to Catholic education and the values of our school community.
- Prior teaching experience (elementary/middle school level preferred).
- Comfort working with both students and adult educators in the area of instructional technology.
- Technical knowledge in the fields of computer science, instructional technology, and computer education.
- The ability to troubleshoot basic hardware, software, and network issues.
- Familiarity with the educational capabilities of iPads and Macbook computers, along with the ability to share this knowledge with teachers and students.
- Expertise in using Google Apps For Education.

Submission Instructions: Please submit cover letter, resume, and 3 references to Mr. James Spillman, Principal, Blessed Sacrament School at: jspillman@blessedsacrament.org

If you have any additional questions regarding the position or the application process, please contact: jspillman@blessedsacrament.org.