



**Saint Philip School**  
**Technology Coordinator**  
**Job Description**

*A Technology Coordinator plays an important role in promoting and supporting the mission and academic excellence of the school. The person in this position is responsible for working closely with the administration and faculty to develop, implement, and maintain a learning environment rich with the latest technological advances and 21st century learning opportunities.*

Part-time; hourly position. Some after school and nights required on occasion. Minimal summer hours are required for closing out the previous school year and preparing for the upcoming school year.

**Technology Coordinator Skills & Qualifications:**

- Willingness to understand, appreciate, and support the mission and purpose of Saint Philip School's endeavor to educate students in the Roman Catholic faith tradition.
- Hold a degree in computer science, technology, or a related field and/or have professional experience in information technology management.
- Have a solid understanding of the relationship between instructional technology and other areas of an educational organization.
- Have knowledge of Windows, iOS, Mac OS, Google platforms & related equipment.
- Have good communication skills, be organized, and present with attention to detail.
- Maintain the highest levels of professionalism, integrity, and confidentiality.
- Demonstrate knowledge in IT functions, processes, and capabilities (ex. Networking, security, infrastructure, information management, cloud technologies, server configuration to include device set-up such as Chromebooks, printers, copiers, etc.)
- Experience in project management of school wide technology.
- Familiarity with Rediker, Google Apps for Education, and other related educational software preferred.

**This position requires but is not limited to the following duties:**

\*Oversee and manage the G-Suite system for the school to include but not limited to, setting restrictions, monitoring the Admin Console, setting up and suspending student and teacher emails, etc.

\*Manage and maintain the school's servers, wifi networks, website, computers, printers, Chromebooks, iPads, Elmos, Mimio projectors, etc. in support of the educational technology program that is in place.

- \*Distribute, maintain, and service all iPads and Chromebooks to include GoGuardian monitoring, distribution, collection, and inspection of each device.
- \*Manage and oversee the student information system and gradebook to include monitoring grades for progress reports and printing report cards.
- \*Manage and complete all annual E-Rate paperwork, network, software, hardware contracts, etc.
- \*Support administrative team in maintaining the school's website and school store site.
- \*Support effective Technology Education program of instruction for grades Preschool through 8 based on the needs and capabilities of students, while following the Diocesan standards for Technology Knowledge, Skills, and Competencies.
- \*Manage and maintain standards of student on-line behavior for a productive learning environment.
- \*Collaborate with the administration and other staff members toward the setting and planning of goals as appropriate for the improvement of instruction and integration of technology across all content areas.
- \*Communicate and collaborate with a wide variety of stakeholders such as parents, staff, and administration for optimal technology use to include correspondence about the school portal or questions regarding student devices.
- \*Collaborate with the Technology teacher to ensure student understanding of internet safety, appropriate internet use, and digital citizenship along with instructing students in the proper use, care, and safe handling of equipment.
- \*Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- \*Demonstrate commitment to current and emerging technologies.
- \*Provide professional development for new teachers and staff to become acquainted with the numerous technology experiences utilized at Saint Philip School such as the portal, attendance system, and gradebook.
- \*Provide as-needed professional development and technical support to teachers as new software and/or hardware is integrated into the program.
- \*Maintain records as required by law, Diocesan policy, and administrative guidelines.
- \*Attend and participate in Diocesan Technology Meetings, Professional Development Days, Faculty Committees, etc.
- \*Sponsor student activities such as an after school Robotics Club, summer camp, etc. when possible.
- \*Establish relationships with other outside resources to partner with our school in providing students with technology related experiences.
- \*Other duties as designated by the administration.

**Interested parties, who meet the above qualifications, should send all inquiries to the attention of Keith Kline, Principal, at [principal@stphilipschool.com](mailto:principal@stphilipschool.com) or (401) 949-1130, ext. 111.**