

## Job Posting

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Title: **Technology Integration Specialist**

Department: IT

Reports To: Technology Integrator

Posting Dates: January 25– February 12, 2019

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Havergal College is a pre-eminent Canadian independent school for girls from JK to Grade 12. We are seeking an innovative, enthusiastic, and dedicated individual to join our faculty and staff as **Technology Integration Specialist**. This is a full-time position.

### Position Summary:

The Technology Integration Specialist is responsible for assisting the Technology Integrator to implement the vision and the plan of technology-based learning models, best practices and technologies, which integrate into the JK-12 curriculum and are aligned with Havergal's pedagogical approaches and Strategic Plan. This position provides research, feasibility assessment and implementation services to the teaching faculty. The Technology Integration Specialist assists with development and delivery of training programs and technical and pedagogical analysis for current and emerging learning technologies.

### Key Responsibilities:

- Researches and recommends current and developing learning technologies in support of the goals set by the Technology Integrator
- Collaborates with/provides consulting services to teachers to provide sustainable technology supported learning activities
- Provides classroom support and content area expertise in technology-based learning elements within the curriculum
- Assist with the development and implementation of the School's Educational Technology Integration Framework (ETIF)
- Provides project assistance to the Technology Integrator
- Ensures that recommended solutions align with Havergal's Information Technology Guidelines and Procedures
- Researches, develops and delivers appropriate learning sessions and materials for faculty, staff and IT support personnel
- Gathers requirements for and develops custom applications that directly support teaching and learning activities
- Creates online learning resources, blended learning activities and courses of study for staff, faculty and students
- Works as a member of the Service Desk team providing second level IT support

### **Qualifications, Knowledge and Experience:**

- Proven ability to effectively teach K-12 students and adult learners
- A track record of creativity and innovation in the use of technology
- Ability to create and deliver timely, engaging and relevant professional development sessions and materials for faculty
- A sound practical knowledge of current educational technologies including popular Learning Management Systems, standard productivity software, student information systems, multimedia applications and classroom hardware
- An in depth understanding of current pedagogies and pedagogical trends including, Teaching for Understanding, Cultures of Thinking, inquiry-based learning, project-based learning, design thinking, and Critical Pedagogy
- Familiarity with the SAMR model and TPACK framework
- A strong ability to facilitate understanding between academic faculty and IT staff
- Excellent customer service and support skills
- A demonstrated expertise in social media and educational web applications
- Excellent research, analytical, project management and writing skills
- Experience successfully integrating technology in his/her own teaching practice
- Solid understanding of computer networks, personal computing hardware/software and major operating systems
- Strong interpersonal skills with the ability to encourage, support and motivate
- Ability to keep abreast of current developments in educational technology and pedagogy

### **Employment and Application Details:**

Our faculty and staff are the competitive advantage at Havergal College. We offer a competitive compensation and benefits package. Qualified and interested candidates should apply by **February 12, 2019** in confidence to [careers@havergal.on.ca](mailto:careers@havergal.on.ca) and include in the subject heading “Technology Integration Specialist”.

We thank all candidates in advance. We will, however, contact only those selected for an interview. **No phone calls please.**

For more information, please visit [www.havergal.on.ca](http://www.havergal.on.ca).

Havergal College is committed to providing accommodations for persons with disabilities. If you require accommodations please contact Cathy LeBlanc at 416-483-3519 ext. 6605 or by email at [careers@havergal.on.ca](mailto:careers@havergal.on.ca).