

STAFFING

The Catholic Schools Office recognizes that to provide all students with the opportunity to learn the school environment requires staff that have a wide range of technology skills as outlined in the ADW Educational Technology Educator and Administrator Standards. In addition, Information Technology Support staff must be provided to insure proper infrastructure and network design and maintenance. Each school is responsible for hiring or outsourcing full/part-time staff to fulfill these needs.

APPENDIX B. SCHOOL TECHNOLOGY STAFF

The increase use of technology in education has impacted the need for schools to acquire personnel with specific technological expertise and professional skills. The status of technology infrastructure, available devices, instructional integration, computer science instruction, and available financial resources vary from school to school across the Archdiocese. As a result, strategies for staffing, professional development and instructional technology time also vary from school to school. A school's technology staff can be comprised of one or more persons who meet the needs of the school. It can include the use of consultants who are hired by the school or are provided by the Archdiocese through the Lead Technology Coach Team. What is imperative is that all of the below responsibilities are clearly assigned and coordinated by the administration and School Technology Committee.

TECHNOLOGY TEACHER

PURPOSE:

The Technology Instructor is responsible for instructing students in the use of technology to meet 21st Century Learning Skills: communication, collaboration, critical thinking and creativity. Instruction can be performed in a lab setting, classroom setting and outside of the structure of the normal school day. Technology skills should be taught in coordination with standards being covered in other subject areas. Collaboration with classroom teachers is imperative. Activities should support all acceptable use policies and promote the safe, legal and ethical use of technology.

PRIMARY RESPONSIBILITIES

- Provide the instruction to ensure the technological competency of students, meeting *ADW Educational Technology Standards for Students*
- Collaborate with teachers to design and implement lessons that integrate technology and subject area standards
- Provide opportunities for STEM. Design Thinking and Coding instruction for students
- Provide opportunities for team teaching to model technology infused lessons

- Collaborate with the Instructional Technology Coach (if applicable) in the design and implementation of annual technology goals
- Engage in ongoing learning to increase knowledge and application of digital learning skills
- Model ethical use of technology and digital information

OTHER DUTIES:

- Assist in completing the annual educational technology inventory survey
- Work with school-based technology committee to complete school educational technology plan
- Attend Archdiocesan educational technology meetings
- Participate in workshops and conferences

Job Description taken directly from the 2018-2023 ADW, CSO Educational Technology Plan;
<https://goo.gl/81S9ji>