



Myrtle Grove Christian School

806 Piner Rd.
Wilmington, NC 28409

Educational Technology Specialist

Position Title: Educational Technology Specialist

Reports to: Director of Operations

Full-time 11-month employee

Qualifications

- Profess a saving faith in Jesus Christ as Lord and Savior and accepts the authority of scriptures as a guide for faith and living
- Model Christian character in speech and actions
- Collaborate successfully with faculty, staff, administration and families in the development of our potential for academic excellence in a Christ-centered environment
- Qualified candidates will possess:
 - A bachelor's degree in an appropriate field from a recognized college
 - Experience in G-Suite management preferably in a school environment and working with Chromebooks and Chromebook management software
 - Problem-solving and troubleshooting skills
- The ideal candidate will possess:
 - Experience teaching (formal or non-formal) lessons to students
 - Knowledge of common educational platforms - such as IXL
 - Experience with leading professional development lessons or technology software training with teachers / adult audiences
 - Familiarity with Newline Interactive Display systems
 - Knowledge of basic internet safety practices such as web filters
 - Knowledge of basic technology infrastructure systems
 - Experience with A/V systems, Digital sound equipment such as mic and stage set-ups and applicable software

Overview of Job Responsibilities

This position will serve as the main Google for Education Administrator and oversee all educational software integration. This includes, but is not limited to:

- Administer the google domain, organizations, users and groups, including security settings, access permissions for G Suite.
- Administer third party add-ons for educational use.
- Student Software Management (all subscriptions software IXL, Raz Kids, X-Tra Math etc.).
- Reviewing new software for classroom integration as requested by Admin.
- Set-up and maintain student and staff google accounts.
- G Suite education / training for Teachers and Staff:
 - Teach and train teachers and staff in G-suite (Google Doc, Sheets, Slides, Classroom etc.)
 - Assist teachers and staff in troubleshooting G-suite issues
- Manage and oversee GoGuardian and GoGuardian Teacher software.
- Chromebook Device Manager:
 - Troubleshooting and repairs of all student Chromebook (approx. 400).
 - Manage all warranty coverage claims for Chromebooks (3rd party coverage)
 - Oversee Student Chromebook Use policies.
- Audio/Visual Technician for School Events
 - Includes setup and operation of projector, sound systems and microphones.
 - Operation of digital sound boards and equipment.
 - Diagnosing and resolving technical issues with A/V equipment.
 - Chapel (weekly) will require the use of ProPresenter as the presentation software.
 - Inventory Management: Maintaining accurate records of equipment inventory.

Additional Duties and Responsibilities:

- Integration and training of Newline Interactive TV's
 - Oversee the training and management of all Newlines
 - Provide teacher training as needed and/or coordinate with Newline to host training for teachers as needed
- Assist with Technology Plan Management (3 year plan to be reviewed annually)
- Staff Professional Development (instructing staff how to use technology)
 - Hold August training for all teachers on what software is used in classroom instruction (includes all G-suite, GoGuardian for teacher, IXL, Kami, Typing Agent, Raz Kids, KWT)
 - Host at least 1 workshop per semester for staff professional development
- Teach Middle School Elective - Possible topics may include:
 - 6th grade computer class proficiency / remediation for Google Suite
 - STEM based content such as coding