



Position Information:

Job Title: Certified Instructional Technology Integrator/Coach
Reports To: Principal
Department: High School
Supervises: N/A
Classification: Exempt / Full-time / Year-round
Start date: 2018-2019 Academic Year

School Description:

San Miguel High School is a Catholic, Lasallian learning community empowering youth from underserved families. San Miguel nurtures a Christian spirit and integrates rigorous academic with practical workplace experience, thereby transforming students to be prepared for college and career. San Miguel high school is sponsored by the Brothers of the Christian Schools (www.delasalle.org). The school opened in August 2004. San Miguel currently has approximately 350 students and expects to be at 375 in the 2018 – 2019 school year. (www.sanmiguelcristorey.org)

All students are required to complete a college preparatory curriculum and participate in the internship program whereby they spend five days per month engaged in a professional work assignment. San Miguel High School is part of the Cristo Rey Network (www.cristoreynetwork.org), 33 high schools in the United States that subscribe to similar demographic, academic, and internship program guidelines.

The Corporate Work Study Program (CWSP) is a unique feature of the Cristo Rey model. The school includes a subsidiary employment agency which trains the students for entry-level employment and markets their services to local clients. Typically, four students share one full-time position from the beginning of August through May. The fees for the students' services go directly to the school to pay a significant portion of the cost of education.

Job Description:

The Instructional Technology Integrator shall possess a strong teaching and technology background, leadership skills, a commitment to implementing San Miguel High School's Technology initiatives and a desire to work collegially towards connecting technology and education for students. The Instructional Technology Integrator is critical to ensuring that teachers and the corporate work study program can more effectively support student's 21st Century learning needs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Understand and support the philosophies of the Catholic Church
- Commitment to De La Salle Christian Brothers educational philosophy and values
- Commitment to the mission of the school as defined by the Mission Effectiveness Standards of the Cristo Rey Network
- Commitment to the mission of the school derived from personal faith and love for the underserved
- Work closely with students, families, staff, teachers and the leadership team to support the mission of the school and ensure student success
- Build and maintain positive relationships with students, teachers, staff and families

QUALIFICATIONS AND REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability, ability to lift as required in a normal office environment

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying and keyboarding

- Three (3) years or more of successful teaching experience and demonstrated leadership
- Provides direct support to the classroom teacher via coaching and modeling for the utilization of technology goals and resources to support student learning
- Consults and collaborates directly with teachers and CWSP coordinators, but works with students only for the purpose of modeling, demonstrating a lesson, or team teaching
- Advises and assists teachers to determine what, when and where to integrate appropriate technology tools in the curriculum to enhance teaching and learning
- Advises and assists CWSP coordinators to determine what are the specialized needs within the corporate partnerships in order for student success in the workplace
- Supports learning practices and physical environments that will support the teaching and learning of 21st Century skill outcomes
- Supports professional learning communities that enable educators to collaborate, share best practices, and integrate 21st Century skills into classroom practice
- Enables students to learn in relevant, real world 21st Century contexts (e.g., through authentic or other applied work)
- Allows for equitable access to quality learning tools, technologies and resources
- Demonstrated patience working in a fast paced environment
- Ability to work with a wide range of staff and diverse student population
- Demonstrated success in the planning and delivery of instructional technology and integrated lesson plans possibly within an elective period of the day
- Additional specialized training and knowledge in the area of technology

- Understands and has the ability to work with the following programs: Google, Google Apps, Power School school information system, Smart Board Technology, Microsoft, and other programs that may arise as technology is ever changing
- Skill in data analysis and reporting
- Skill in utilizing SQL or other queries to match, unmatched, pivot, and develop ad hoc reports
- Skill in following oral and written communication
- Collaborates with Instructional Technology Director as needed

Please email to valenzuelaav@sanmiguelhigh.org your cover letter, resume and two letters of reference with current contact information.