Saint Mary - Sacred Heart School
Technology Coordinator Position

Saint Mary - Sacred Heart School, located in North Attleboro, MA is seeking a Technology Coordinator. This role involves a commitment of 10-15 hours per week with a flexible schedule and requires on-campus attendance as needed. The Technology Coordinator will meet on campus every Friday with the Technology Integration Specialist, along with other administrators, faculty and staff.

Candidates must have a Bachelor's Degree in a relevant field and demonstrate expertise in technology and its application within educational settings. A strong commitment to academic excellence and collaborative teamwork is essential, along with the ability to support the mission of a Catholic school.

Job Title: Technology Coordinator

Job Summary:
- Provide oversight and leadership in integration of technology into the curriculum.
- Manage and maintain school-wide technology resources including staff and students
- Assist teachers and staff with various software programs.
- Demonstrate experience in IT management and instructional technology,
- Possess strong knowledge of diverse educational technology tools and software.
- Collaborate effectively with teachers, students, and administrators to enhance the education experience

This position offers an opportunity to play a pivotal role in advancing the technological capabilities of our school community.

Job Responsibilities:
Technology Integration and Instruction Support
- Collaborate with the Technology Integration Specialist to facilitate the integration of technology into classroom instruction.
- Stay informed about the latest trends and tools in educational technology .
Technical Support and Infrastructure Management
- Maintain and troubleshoot classroom technologies including computers, interactive boards, and projectors.
- Ensure school-wide network security and technology infrastructure are current and effective.
- Manage updates for hardware and software.
Professional Development
- Lead technology-related professional development sessions for staff.
- Provide ongoing support and coaching for teachers incorporating technology into their lessons
Technology Planning and Budgeting
- Assist in developing and managing the technology budget.
- Make recommendations for new technology purchases and upgrades.
Student Data Management and Security
- Ensure compliance with data privacy and security protocols.
- Monitor student technology usage in accordance with school policies.
- Collaborate with diocesan and school Google administrators as necessary.