



Loving to learn and learning to grow at... St. Mary's Catholic School

330 Pratt St. Mansfield, Massachusetts 02048-1581

Tel: 508-339-4800

Email: info@stmarymansschool.org

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Web: www.stmarymansschool.org

Proudly accredited by the New England Association of Schools and Colleges

St. Mary's Catholic School Technology Coordinator/Teacher Position

St. Mary's Catholic School, located in Mansfield, MA is seeking a Technology Coordinator/Technology Teacher. The position has the potential to be either a full-time position for the coordinator and teacher duties, or a part-time position for the teaching portion of the position only.

Candidates must have a Bachelor's Degree in Information Technology, Computer Science, or related field (Master's degree preferred). Candidates must demonstrate proven experience in technology management or a related role, with a strong understanding of IT infrastructure, systems administration, and networking principles. Familiarity with academic technology and interest in academic technology integration in the general curriculum is essential. Candidates should be committed to academic excellence and team collaboration, and must also be able to support the mission of a Catholic school.

Job Title: Technology Coordinator/Technology Teacher

Job Summary:

Coordinator: To oversee the technological infrastructure of St. Mary's Catholic School, allowing the school to utilize its network, devices, and software to implement an excellent academic program. Work is performed under the supervision of the Principal.

Teacher: To plan, organize and implement an appropriate instructional program in an elementary learning environment that guides and encourages students to develop and fulfill their academic potential using technology. Work is performed under the supervision of the Principal.

Coordinator duties may include but are not limited to the following:

- Manage inventory of technology assets, including computers, tablets, software licenses, and peripherals.
- Coordinate with vendors for purchasing, repair, and maintenance of technology equipment, ensuring cost-effectiveness and quality.
- Develop and maintain documentation, policies, and procedures related to technology usage and security within the school.
- Oversee the design, implementation, and maintenance of technology infrastructure, including hardware, software, networks, and telecommunications systems.
- Ensure the reliability, security, and scalability of technology systems to meet the needs of the school.
- Provide technical support and troubleshooting assistance to staff and students experiencing technology-related issues.
- Develop and conduct training sessions to educate staff on how to use technology tools and systems effectively.

Teacher duties may include but are not limited to the following:

- Plan, prepare, and deliver lesson plans and instructional materials that facilitate active learning in technology.



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- Instruct and monitor students in the use of learning materials and equipment, including various devices such as iPads and Chromebooks.
- Establish and communicate clear objectives for all learning activities.
- Manage student behavior in the classroom by establishing and enforcing rules and procedures.
- Maintain discipline in accordance with the rules and disciplinary systems of the school.
- Update all necessary records accurately and completely as required by laws, district policies, and school regulations, including curriculum maps for technology courses.
- Prepare required reports on students and activities, including report cards.
- Collaborate with teachers to integrate technology into lesson plans and classroom activities, enhancing engagement and learning outcomes.
- Identify and recommend educational software, apps, and online resources that align with curriculum objectives and educational standards.
- Assist in the development of digital literacy skills among students, including safe and responsible internet usage.

Other duties include:

- Participate in appropriate professional activities.
- Other duties as assigned.

Candidates should submit a letter of interest and resume to: Matthew Bourque, Principal, via E-mail mbourque@stmarymansschool.org.