



Date Posted: November 12, 2021

Send resume to: Name: Mary Damico  
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Type of Employment: Summer:  Part-Time : If part-time, # of hours per week Full-Time:

Job Title of Open Position: Technology Teacher/Coordinator

Salary: Dependent upon experience Salary will be:  hourly  other

Employer: Queen of Heaven School Department

Location Address: 839 Mill Road West Seneca, NY 14224

Employer website: [www.gofhschool.org](http://www.gofhschool.org)

### **Brief Job Description**

Queen of Heaven School is looking for a dynamic educator ready to enhance our students' knowledge of technology and computer literacy. The technology coordinator will ensure that the current technology is being cataloged and utilized to its full potential, and that the school is positioned well for future technology needs.

### **Essential Duties & Responsibilities**

- Candidate will be responsible for teaching students technology skills, proper care of equipment, and Digital Citizenship of technology for grades PK-8<sup>th</sup> grade.
- Candidate will be responsible for creating lessons and experiences to enhance students' knowledge of 21<sup>st</sup> Century technology skills.
- Candidate will be responsible for evaluating academic and social growth of students, preparing report cards, and other recordkeeping activities as necessary.
- Candidate will be responsible for establishing and maintaining standards of student behavior for a productive learning environment during class sessions.
- Candidate should have experience in all things Google: Google Drive, Google Classroom, etc.
- Candidate should be flexible and a team player and participate in faculty meetings, conferences, and student activities such as weekly Mass.

### **Qualifications: Required Education/Experience**

- Candidate should have a Bachelors and/or Masters in education or related/relevant field
- Candidate should be certified to teach or working towards certification in the education field

**Desired Skills**

- Outstanding communication skills
- Experience is a plus
- Knowledge of Google platforms
- Knowledge of additional technology software to enhance the program

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above, no later than **12/10/21**