



Technology Teacher & School IT Coordinator

Reports To: Principal / School Administration

School: Holy Cross School, Dover, Delaware

Position: Technology Teacher & School IT Coordinator

Position Summary

The Technology Teacher & School IT Coordinator provides technology instruction to students in PreK through 8th grade while supporting and coordinating Holy Cross School's day-to-day technology needs. This combined position requires someone comfortable working in both educational and technical support roles.

The Technology Teacher & School IT Coordinator develops and implements engaging technology, Robotics, and Engineering instruction; manages designated school technology platforms and accounts; maintains technology equipment and inventories; serves as a liaison with outside technology vendors; and provides technology support and troubleshooting for faculty, staff, administration, and the Parish Office.

The individual in this position should demonstrate strong organizational, communication, instructional, and problem-solving skills and a willingness to adapt as technology and the needs of the school continue to evolve.

Essential Duties and Responsibilities

Teaching & Curriculum

- Implement the established technology curriculum for students in PreK through 5th grade.
- Curate, develop, and continually update curriculum for 6th–8th grade Robotics and Engineering courses.
- Develop age-appropriate lessons that promote technology skills, digital literacy, creativity, problem-solving, and responsible technology use.
- Prepare and maintain lesson plans using the school's designated lesson-planning software.
- Provide students with hands-on opportunities to explore technology, Robotics, Engineering, and related STEM concepts.
- Maintain an organized and productive classroom environment.

- Collaborate with classroom teachers and administration when technology integration or instructional support is needed.

Technology Administration

Administer and maintain designated school technology platforms, including:

- Google Admin Console
- Securly
- Renaissance
- UniFlow cloud printing software
- ARK Testing, including creating student accounts and classrooms
- Planbook lesson-planning software
- HCS Chromebook management and licensing
- Additional technology platforms adopted by the school as assigned

Responsibilities may include account creation and management, user access, licensing, platform settings, troubleshooting, and other routine administrative functions.

Technology Equipment & Inventory

- Maintain accurate and current inventories of school technology equipment, including classroom Chromebooks, teacher laptops, Newline interactive displays/screens, and other assigned technology.
- Add student Chromebooks to appropriate licensing and the HCS management system.
- Assist with the setup, organization, distribution, and collection of school technology.
- Monitor equipment needs and identify devices requiring repair, replacement, or additional technical support.
- Assist administration with technology purchasing and equipment planning as needed.

Technical Support

- Serve as a primary point of contact for routine school technology questions and concerns.
- Troubleshoot technology issues as they arise for Holy Cross School and the Parish Office.
- Provide support for Chromebooks, laptops, printers, interactive displays, software, user accounts, classroom technology, and other school technology systems.
- Determine when technology issues should be escalated to the school's outside IT management provider.
- Communicate significant or ongoing technology concerns to school administration.
- Assist faculty and staff in effectively using school technology and educational platforms.

Vendor Coordination

Serve as the school point of contact, as appropriate, for technology-related vendors and service providers. Coordinate service requests, purchasing needs, troubleshooting, and communication between vendors and school administration as necessary.

Schoolwide Technology Support

- Provide technology support for school programs, presentations, meetings, and special events as assigned.
- Operate the projector and slideshow presentations for monthly school Masses.
- Provide routine support for school monitors and displays, including resetting the view on the Junior High office monitor.
- Assist with other schoolwide technology initiatives as directed by administration.

School Supervision & Additional Duties

- Participate in assigned morning and afternoon supervisory duties.
- Perform morning crosswalk duty near the Junior High flagpoles.
- Assist with car rider dismissal from approximately 2:45–3:10 p.m.
- Attend faculty meetings, professional development opportunities, and other required school meetings and events.
- Follow all school policies and procedures related to student safety, supervision, confidentiality, and technology use.
- Perform other duties consistent with the position as assigned by school administration.

Qualifications

- Bachelor's degree in Education, Technology, Educational Technology, Information Technology, or a related field preferred.
- Teaching experience and/or experience working with school-age children preferred.
- Experience with Google Workspace for Education and Google Admin Console preferred.
- Knowledge of Chromebooks, laptops, printers, interactive displays, educational software, and basic technology troubleshooting.
- Experience with Robotics, Engineering, STEM education, or related instructional programs preferred.
- Ability and willingness to learn new technology systems and educational platforms.
- Strong organizational and record-keeping skills.
- Strong written and verbal communication skills.
- Ability to effectively communicate technology concepts to students and adults with varying levels of technical experience.
- Ability to manage multiple responsibilities and prioritize technology needs appropriately.
- Ability to maintain confidentiality when working with student and staff accounts, devices, records, and school information.
- Ability to work collaboratively with faculty, staff, administration, vendors, students, and families.

Key Characteristics

The successful candidate should demonstrate:

- Dependability and professionalism
- Strong organizational skills
- Patience and flexibility
- Initiative and resourcefulness
- Strong problem-solving abilities
- Effective classroom management
- Ability to work independently and collaboratively
- Willingness to continually learn and adapt to changing technology
- Ability to prioritize responsibilities in a busy school environment
- Commitment to student safety and confidentiality

Physical Requirements

The employee must be able to perform the essential functions of the position, with or without reasonable accommodation. Duties may require:

- Standing and walking for extended periods during instruction and supervisory duties.
- Sitting and working at a computer for extended periods.
- Moving throughout classrooms, offices, and school buildings to provide technology support.
- Bending, reaching, and accessing technology equipment located under desks, on carts, or in other classroom and office locations.
- Lifting, carrying, and relocating Chromebooks, laptops, printers, monitors, and other technology equipment and supplies.
- Performing outdoor supervisory duties during arrival and dismissal in varying weather conditions.

Catholic Mission & Professional Expectations

As an employee of Holy Cross School, the Technology Teacher & School IT Coordinator is expected to support and uphold the mission, philosophy, and Catholic identity of the school. The employee should model professionalism, respect, integrity, compassion, and appropriate conduct in interactions with students, families, faculty, staff, parish personnel, vendors, and members of the community.

The Technology Teacher & School IT Coordinator is expected to maintain appropriate confidentiality, follow established school policies and procedures, support the decisions and direction of school administration, and contribute positively to the faith-filled educational environment of Holy Cross School.

Disclaimer: *This job description is intended to describe the general nature and level of work performed by the individual assigned to this position. It is not intended to represent an exhaustive list of all duties, responsibilities, or qualifications required. Responsibilities may be modified, or additional duties may be assigned by school administration based on the operational and instructional needs of Holy Cross School.*

