Technology Associate (Full Time)

St. Stephen's Episcopal School, Houston (SSESH) seeks a Technology Associate to join our faculty and staff for the 2024-2025 school year. This role reports to the Director of Technology and is a 12-month full-time position.

The position is currently open with a negotiable start date of July 1, 2024.

Requirements

- All persons employed at SSESH must be over the age of 18.
- Bachelor's or Master's degree in Education, Instructional Technology, or a Technology-related field.
- Experience teaching technology to elementary and/or middle school level.
- Ability to collaborate with faculty and staff to integrate technology to advance the mission of the school.
- A strong understanding of what constitutes excellent digital citizenship and how to stay safe online.
- Proficient in a variety of technology platforms, including but not limited to Microsoft Office Suite, Windows, IOS, MacOS, Adobe tools, and Google Suite.
- Experience setting up and installing user devices and peripheral software.
- Experience using troubleshooting methodologies to identify probable causes and plan and implement solutions.
- Knowledge of and experience with current best practices in inquiry and technology integration.
- Ability to inspire learners and encourage creative thinking.
- Excellent classroom management skills and a patient, nurturing approach.
- Ability to manage confidential information, including communication with families and colleagues.
- Experience with, appreciation for, or an interest in learning about Montessori education.
- Authorization to work in the U.S.
- Completion of Safeguarding God's Children Training (provided by SSESH).
- A successful background check, including fingerprinting.
- Willingness to obtain and maintain first aid, automated external defibrillator (AED), and CPR certification.
- The position may require extended periods of time at a desk or moving around campus.
- The position may require you to lift objects up to around 20 pounds.
- The position may require event support on the weekends and/or evenings.

Duties and Responsibilities
- Identify issues of concern among faculty, staff, students, and parents and collaborate with the IT department in the development and implementation of technology and system solutions, ensuring the highest level of support is achieved for the community.
- Develop training, documentation, written curriculum and support materials for technology tools, skills and resources required by faculty, staff, and students.
- Create, amend, implement, and manage processes and systems related to the distribution and use of student-loaned devices.
- Teach technology-oriented classes and support emerging classroom technology initiatives.
- Work with the Director of Technology to review educational technology resources and ensure they are fit for purpose and meet day-to-day learning needs.
- Model, promote and support the integration of technology skills and digital community competencies within the school curriculum.
- Support students, parents, and faculty in effective implementation of the Acceptable Use Policy (AUP), and promote appropriate, ethical use of technology in accordance with school policy.
- Work closely with the Principal to support the technology program, ensuring correct allocation of inventory, provision of applications and assistance with technical queries.
- Collaborate with the school administration to promote and support the use of the School's Learning Management System (LMS) and approved technology tools.
- Ensure that technology programs are accessible and up to date, ensuring compliance with cybersecurity and data sharing policies.
- Install, configure, evaluate and maintain computer hardware and software for maximum efficiency and compatibility to meet the objectives of the school.
- Attend relevant conferences and professional meetings to remain current.
- Evaluate student work and communicate progress with the students and their families.
- Assist with morning drop-off and afternoon pick-up.
- Other duties as assigned by the Head of School and/or Director of Technology.

Salary is market competitive and based on experience. The position also offers health and retirement benefits.

If you are interested in applying, please send a resume, a cover letter, as well as three professional references to Dr. Troy Roddy, Head of School, at troddy@ssesh.org.

About St. Stephen's Episcopal School

At St. Stephen's, we provide a progressive, cohesive, and globally focused education for students 15 months – 8th grade. Grounded in Montessori principles, we encourage our students to become lifelong learners and influential global citizens.

Through academic success, critical thinking, spiritual growth, and creative expression, we are committed to providing an educational experience that isn't one-size-fits-all. At St. Stephen's, we

promote understanding and respect while instilling a sense of responsibility for our interconnected world. Our focus is to aid students in becoming good learners and good people, providing a caring community that is true of moral and academic learning.

Education is about exploration, inspiration, and a willingness to look deeper at the world around us. At St. Stephen's, this commitment to holistic education while upholding rigorous standards and providing a safe, respectful, and accepting environment for all students is what sets our school apart from the rest.

St. Stephen's seeks to integrate religious and spiritual formation into the overall curriculum and life of our school community. Our school encourages our students to form a global perspective. We embrace differences and affirm the innate worth of all people.

Mission
St. Stephen's Episcopal School - Houston nurtures each child's academic, creative, and spiritual potential.

The Bulldog Way (the principles that guide our work)
- Integrity
- Grace
- Respect
- Optimism
- Wisdom

School Profile
- Established: 1971
- Educating students from 15 months old – Grade 8
- St. Stephen's Episcopal School, Houston, holds the following accreditations.
  - The [American Montessori Society](#)
  - The [Southwestern Association of Episcopal Schools](#) (SAES)

St. Stephen's Episcopal School, Houston, is a member of the following organizations.
- [Council for Advancement and Support of Education](#)
- [Houston Area Independent Schools](#)
- [National Association of Episcopal Schools](#)
- [National Association of Independent Schools](#)

St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of gender identity, age, race, color, marital status, national or ethnic origin, and/or sexual orientation. St. Stephen's Episcopal School does not discriminate in its employment decisions or practices on the basis of any disability that can be reasonably accommodated in the administration of its educational policies and school-administered programs.