



**POSITION OPENING:** Technology Teacher/Library Coordinator

St. Francis of Assisi School is seeking a qualified and experienced Technology Teacher/Coordinator who is deeply committed to further the development of technology curriculum and integration for students and support the digital and print curriculum of library titles. This position serves as the primary educator for technology curriculum on campus for the 2018-2019 school year.

**POSITION DESCRIPTION:**

- 10-month full-time exempt with benefits
- Responsible for planning and implementing technology curriculum and coordinating library duties
- Coordinate/direct ALEKS after school program
- Reports to the Vice Principals and Principal
- Performs additional duties at the request of the Principal

**ESSENTIAL DUTIES: Technology Teacher**

- Implement curriculum for grades K-8 to support integration of technology in English Language Arts and Math curriculum, coding, Web 2.0 skills, research skills, and Internet safety that aligns to the school's technology vision and Diocesan standards
- Collaborate with administration to revise and update the Acceptable Use Policies and the School Handbook to help support student safety and digital citizenship
- Provide weekly lesson plans for each grade level
- Responsible for communicating technology use and safety curriculum implementation to the Diocese
- Supervise ALEKS afterschool program two days per week from 2:50-3:30 p.m.
- Develop research guides and support classroom research projects for students
- Responsible for updating and managing keyboarding and maintaining binder with student logins/passwords

**ESSENTIAL DUTIES: Library Coordinator**

- Schedule weekly library time with Kindergarten through fifth grade
- Collaborate with faculty, staff, and students to support literacy through the use of print and digital titles
- Research and purchase digital titles for use by students through digital circulation
- Work with teachers and administrators to develop performance measurements that align library materials to current curriculum and student interests
- Point person to manage Follett Destiny digital database
  - Maintain database for students on Destiny digital circulation system
  - Assist students check out/check print titles
  - Train volunteer parents/classroom aides to check out/check print titles

- Run circulation reports to evaluate school wide use of print and digital collection

**ESSENTIAL DUTIES: Other**

- Serve on the school's Technology Committee
- Other duties as assigned by administration

**QUALIFICATIONS**

- Prefer a practicing Catholic with a strong commitment to and working knowledge of the Catholic faith.
- Proficiency in Microsoft Office, Web 2.0, Google Applications, iPad and iMac applications
- Experience working with multiple platforms (Mac & PC)

**EDUCATION AND EXPERIENCE**

- Possess a BA or BS degree and a valid California Teaching Credential
- Minimum 3 years teaching experience

**SALARY:** Appropriate level on the Diocesan Teacher Salary schedule based on experience and qualifications.

Interested and qualified candidates are asked to submit a letter of introduction and resume by email to Mrs. Jeannette Lambert at [jlambert@sfayl.org](mailto:jlambert@sfayl.org) or hardcopy to St. Francis of Assisi School, 5330 East Side Circle, Yorba Linda, 92887.