



# Christian Brothers High School

## Job Description

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Job Title: Educational Technology Specialist  
Reports to: Assistant Principal of Student Life and Instruction  
Status: Fulltime, 12 months  
FLSA Status: Non-Exempt  
Salary: DOE

### **The Mission of Christian Brothers**

Christian Brothers High School is a Lasallian Catholic coeducational college preparatory high school. We are dedicated to inspiring and empowering young men and women with a challenging, relevant, and diverse academic program and co-curricular activities. Students thrive in a Christ-centered community that fosters faith, integrity, global citizenship, leadership, and service, preparing students for college and life.

### **Summary of Position:**

The Educational Technology Specialist will assist the faculty in integrating appropriate and innovative technologies to support, enhance, and extend learning for high school students. The role is a professional, team-centered position responsible for providing support and training for various aspects of the Schoology Learning Management System (LMS) and Power Teacher Pro, the school's online gradebook, to all members of the community. The role also functions to support the professional development of faculty with regards to education technology and collaborates with the IT Department to provide technical support when necessary. This position requires an individual to work with a high level of independence and have strong project management, work-ethic, communication, and collaboration skills. A qualified candidate should be able to provide superior customer service with a passion for creating and supporting innovative educational solutions for students and faculty.

### **Duties:**

1. Provide educational technology guidance and support for students, faculty, and parents.
2. Develop and facilitate technology bootcamps for students and new employees at the start of the school year.
3. Maintain expert knowledge of Schoology (LMS) and the PowerTeacher Pro.
4. Collaborate with Registrar to support the enrollment process and onboarding of new community members.
5. Work with colleagues to design, develop, and deliver educational technology initiatives that align with the school's mission and the classroom's needs.
6. Organize training with members of the community in the use of PowerTeacher Pro and Schoology, the Learning Management Systems with the support of the IT office and Assistant Principal.
7. Aid members of community in accessing student grades and information through PowerSchool and Schoology.

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8. Assist the IT department in responding to the daily maintenance of educational technology through the SpiceWorks support ticket system.
9. Support educational technology used through daily advising, collaboration, and training of teachers both in and out of the classroom.
10. Oversee the management of the school's on-line bookstore.
11. Take a leadership role in promoting and demonstrating the use of new technologies and media with teachers and other adults
12. Aid and train teachers in integrating technology to support student achievement. This includes planning and implementing job-embedded professional development and workshops for individuals, small groups, and large groups
13. Collaborate and assist teachers with the use of instructional technology in the curriculum, including co-planning, modeling lessons that use technology, supporting teachers in the use of technology, and planning training sessions for administrators, teachers, and students
14. Develop instructional web and media-based interactive learning objects (tutorials, demos, training modules) to assist both students and faculty
15. Support the efforts of teachers and students to achieve technology competency and to integrate technology into the curriculum
16. Design, manage and evaluate resources for education and their implementation in the classroom.
17. Help compose and implement a school-wide technology plan with the support of the IT staff, faculty, and administration on its implementation.
18. Lead the ongoing evaluation of the effectiveness of the instructional technology program
19. Be open to teaching a high school-level course.
20. Be present at New Parent Orientation and Back to School Night to foster access to PowerSchool Pro and Schoology.
21. Other duties as assigned.

### **Qualifications Knowledge and Skills**

1. Advanced level knowledge for Power Teacher Pro and Schoology, CB's Learning Management System, and/or the willingness to become trained as an expert in both systems.
2. Familiarity with school registrar systems.
3. Organizational skills to manage a diverse workload and complete tasks efficiently with minimal supervision
4. The ability to effectively conduct educational technology training for administrators, teachers, and students utilizing effective teaching methods and efficient communication.
5. The ability to determine the technological needs of students and teachers to improve and enhance learning experiences

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6. A broad knowledge of technology and a wide range of strategies that improve student learning
7. Excellent communication skills, both verbal and written
8. Possess interpersonal and communication skills marked by equity, inclusion, and respect virtues.
9. A willingness to be a life-long learner and to stay current in a variety of emerging educational technology and software
10. A positive working rapport with the faculty, administration, and students

### Education and Experience

1. Bachelor's degree in a related field, Master's preferred
2. Three to five years of related experience in education, with three years in the classroom preferred, or any equivalent combination of training and experience
3. Independent school experience preferred
4. Strong interest and experience in pedagogy and innovation
5. Experience working with diverse learners

### Physical Requirements

1. Ability to sit, walk, stand, bend, squat, climb, kneel, and twist on an intermittent or sometimes continuous basis
2. Ability to grasp, push, and/or pull objects
3. Ability to reach overhead
4. Ability to lift up to 25 lbs.
5. Ability to operate a computer
6. Ability to process written, visual, and/or verbal information
7. Ability to operate basic office equipment and tools PC, Fax Machine, Telephone, Calculator, Copier, Printer.

Qualified individuals must perform the position's essential duties with or without accommodation. A qualified person with a disability may request a modification or adjustment to the job or work environment to meet the physical requirements of the position. Christian Brothers High School will attempt to satisfy requests if the accommodation would not result in undue hardship.

Those interested should submit a resume and cover letter to [hr@cbhs-sacramento.org](mailto:hr@cbhs-sacramento.org). Along with your submission in the subject line, please list the title of the position you are interested in applying. This position is open until filled.

***Please note: COVID-19 vaccinations will be required as a condition of employment for all CBHS faculty and staff.***

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***This document neither constitutes an offer of employment nor acts as terms and conditions of employment.***

Christian Brothers High School is an Equal Employment Opportunity Employer.  
Minorities/Women/Veterans/People with Disabilities.

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