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The St. Paul's Schools has an opening for a part-time educational technology intern for the 2019-2020 school year.

School Summary

The St. Paul's Schools is an independent, college-preparatory school located in Brooklandville, Maryland. With over 1,300 students from ages six months to grade 12, St. Paul's School and St. Paul's School for Girls share a 120-acre campus, an Episcopal affiliation, and more than 100 current families with children at both schools. The histories of the schools are deeply intertwined, and the school community is truly a family. Governed by one Board of Trustees and overseen by the President of The St. Paul's Schools, each school retains its distinctive identity, traditions and mission while operating as part of a highly coordinated and collaborative system.

A coordinated structure allows The St. Paul's Schools to make the most of its unique model, where boys and girls are taught together and separately at just the right times in their development. In this academically rigorous and nurturing environment, students benefit from a cohesive and sequential curriculum from preschool through grade 12, as well as access to a wide range of classes, facilities and activities across campus. The sharing of resources ensures the continued success of our schools in the highly competitive and ever-changing independent school landscape.

St. Paul's School for Girls, with over 440 students in grades 5-12, is located on The St. Paul's School for Girls campus. *St. Paul's School for Girls educates hearts and minds in an inclusive community that is grounded in the Episcopal values of respect, integrity, and spiritual growth. We empower voice, nurture intellectual curiosity and creativity, and inspire confident leaders who serve in the world.*

Position Summary

The position of Instructional Technology Intern will work with students, faculty, and the Director of Instructional Technology and Innovation to support the purposeful implementation of instructional technology in The St. Paul's Schools. This position will support faculty by assisting the Director with professional development, providing support for classroom applications, and researching, creating tutorials, evaluating, and troubleshooting ed tech products/subscriptions/software. In addition, this position will support students with strategic initiatives of digital citizenship, computational thinking, and leveraging technology for their academic success by assisting with middle school technology classes.

Position Requirements

This candidate will provide support to the technology department including, but not limited to:

- Assisting the Director of Instructional Technology and Innovation and all other technology staff of the St. Paul's Schools to implement the strategic and day-to-day instructional technology responsibilities.
- Assisting the Director in strategic instructional technology integration projects

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- Assisting the Director in development and implementation of professional development to faculty and students throughout the school year including on-boarding trainings of faculty and students, tech tools, and strategies for instructional technology integration
- Assisting the tech team with end-user support of instructional technology tools and development of tutorials and guides for technology usage in the classroom

Faculty Support

- Assisting the Director in providing guidance and support to teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant and engaging learning experiences for all students.
- Assisting in supporting teachers in implementation of technology-enhanced learning experiences which: use a variety of research-based, learner-centered instructional strategies and assessment tools; helps students assume professional roles, research real-world problems, collaborate with others, and produce products that are meaningful and useful to a wide audience; emphasizes creativity, higher-order thinking skills and processes; and differentiates for students, including adjusting content, process, product and learning environment based on student readiness levels, learning styles, interests and personal goals.
- Assisting in creating logins, user guides, troubleshooting videos etc. for the use of these technologies in the classroom

Student Support

- Assisting students in using technology effectively for academic success by modeling, troubleshooting, and providing guidance on the use of technologies in purposeful and safe ways.
- Modeling and facilitating safe, healthy, legal and ethical uses of digital information and technologies and promote digital citizenship
- Promoting and encouraging the use of technologies in innovative ways to help students take an active role in choosing, achieving, and demonstrating competency in their learning goals
- Helping students critically curate a variety of resources using digital tools to construct knowledge, produce creative artifacts, make meaningful learning experiences for themselves and others, communicate and collaborate effectively, and solve problems in ways that leverage the power of technological methods to develop and test solutions

Key Qualifications

Candidate should be pursuing a degree in education (any specialization), with preference given to those who have taken instructional technology courses or are pursuing ed tech specializations.

Believing that every child is a child of God and that trust, understanding, and mutual respect lie at the heart of our community. St. Paul's School for Girls is committed to creating a supportive learning environment where all individuals are valued for their unique contributions and are able to achieve their highest potential. We strongly believe that a diverse and inclusive environment is the best learning environment for our girls and prepares them to live, work, and

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thrive in an increasingly global and multicultural community. We reject all prejudice, particularly those based on race, national and ethnic origin, religion, socioeconomic status, gender identity, sexual orientation, and physical characteristics.

Interested candidates can send their cover letter, resume and list of references to Shannon Duckett at sduckett@stpaulsmd.org. We are an equal opportunity employer.