



## Join our JP II Cardinal Family *Instructional Technologist*

John Paul II High School (JP II), an increasingly multicultural, next-generation Catholic college preparatory high school, is serving families in the greater Collin County area. As we look forward to the upcoming school year, we need a new Instructional Technologist to join our family to support us in our commitment to form inclusive, effective, and ethical servant leaders. We focus on a formative approach to education, which honors the whole person spiritually, emotionally, academically, and physically. Please visit our website ([here](#)) to find out more about our mission, vision, and unity statement.

**Posting Date:** December 7, 2023

**Posting Close Date:** Until Filled

**Position Start Date:** January 1, 2024

**Location:** John Paul II High School, Plano, Texas

### **Essential Duties and Responsibilities of the Position**

- Provide coaching and technical support in the use of both hardware and software.
- Work with teachers individually and in groups on the integration of technology in lesson planning through curriculum and pedagogy.
- Coordinate with outside vendors, consultants, and trainers on the implementation and training of new software and hardware.
- Provide staff development on technology resources including use of applications and equipment; maintenance; general troubleshooting; previewing, evaluating, and selecting software; etc.
- Design individual instructional modules, instructional materials, and training aides.
- Assess participant acquisition of skills using a variety of evaluation procedures.
- Share effective technical and instructional strategies with teachers for the effective use of technology in the classroom.
- Provide classroom technology instruction and support for teachers and students within the scope and sequence of classroom curriculum.
- Assist teachers and staff in planning for the effective implementation of technology within the curriculum to ensure that the appropriate technology is used to meet student needs.
- Research, evaluate, and implement new technology-based resources to support the instructional and administrative processes.
- Manage the technology orientation of new campus staff.
- Assist with the technology orientation of incoming freshmen and transfer students.
- Attend Diocesan level Instructional Technology meetings.
- Establish and maintain positive interactions with all client groups; to include students, faculty, staff, and parents .

- Participate in training/continuing education to maintain knowledge of and skills with current technologies.
- Coordinate the communication of campus, diocesan, state, and federal technology policies and procedures and work to ensure compliance by students, faculty, and staff.
- Assist with detection and resolution of software application and hardware problems.
- Serve as liaison to outside vendors that provide support for technology equipment and materials.
- Assist principal(s) and campus committees with planning of technology training, implementation of technology plans, and selection of technology equipment and software.
- Attend instructional workshops as is required.
- Assist in budgeting and monitoring campus technology expenditures.
- Monitor use of purchased software and hardware and make decisions about the value of investment in the product.
- Assists the staff and faculty in the development of student programs and services.
- Provide client support and technical issue resolution via E-Mail, phone and other electronic medium.
- Other duties as assigned.

### **Position Requirements**

#### **Knowledge, Skills and Abilities:**

- General knowledge of computers and related technologies as they apply to high school education.
- Ability to communicate effectively with all levels of school system staff.
- Ability to assist users and trainers with software and hardware direction, guidance, and vision-setting.
- Able to work independently and efficiently to meet deadlines.
- Able to promptly answer support related email and phone calls.

#### **Education and Experience:**

- Bachelors degree required; Masters degree in related field preferred.
- Three or more years of experience with instructional technology or in a related field.

#### **Physical Requirements Specific to the Job:**

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

### **Special Requirements**

#### **The Technology Specialist is a mission-driven follower of Jesus Christ:**

- Demonstrates knowledge of Jesus and his teachings.
- Serves as a moral leader by acting in the best interests of the school and the students, and maintains congruence between the school's mission and vision and the philosophy of Catholic education with all extracurricular and cocurricular activities.

*We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.*

*Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and John Paul II High School.*

**Letter of interest, current resume, including significant accomplishments, and non-original copies of transcripts to:**

Mr. Mark Crawford  
Human Resources Manager  
John Paul II High School  
900 Coit Road  
Plano, Texas 75075  
[markcrawford@johnpaulihs.org](mailto:markcrawford@johnpaulihs.org)

**Salary:** Commensurate with experience and competitive with local schools. Benefit package included.