



Educational Technologist

PREAMBLE

Boston College High School is a Catholic, Jesuit, independent school serving approximately 1400 young men across grades 7-12 from various communities across Massachusetts. Founded in 1863, Boston College High School continues its commitment to an authentic formation of the head, heart, and hands within the parameters of the Characteristics of Jesuit Education, the Ignatian Pedagogical Paradigm, the BC High Mission Statement, and the strategic plan.

Reports To: Chief Information Officer

SUMMARY

The Educational Technologist promotes the use of 21st Century technology tools to support student learning. The Educational Technologist provides leadership, instructional support, and training to all students, faculty and administrative staff.

SPECIFIC RESPONSIBILITIES

- Work closely with the CIO to assess and recommend appropriate instructional technology platforms and tools. Participate in the acquisition process for new software and manage the administration of academic software and e-textbooks.
- Stay informed on emerging technologies and their integration into teaching and learning, especially as regards AI.
- Work directly with students and faculty to determine the needs, priorities and challenges they experience with technology.
- Work closely with members of the IT Department to support students and faculty with daily tasks related to hardware and software.
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- Work closely with the Vice Principal of Teaching and Learning, and the Vice Principal of the Arrupe Division to identify and develop skills, curriculum, content and experiences required to support and develop students with innovative and technical skills needed for high school, higher education and the workplace. Develop student and parent technology orientation programs and online resources in Canvas.
- Coordinate with the Vice Principal of Teaching and Learning to assist faculty in the integration of technology as a tool for critical thinking, collaboration, creativity, communication, and in the service of Jesuit education and Ignatian pedagogy. Develop programming that demonstrates how to use technology and Canvas as a teaching tool in a variety of curricular areas.
- Work closely with the Director of the Center for Ignatian Identity and Formation to ensure the development of programming that ensures our use of technology is balanced with attention to our spiritual formation in times of silence, prayer, liturgy, and reflection.
- Work closely with the Vice Principal of Student Life, Dean of Students, and the Vice Principal the Arrupe Division to develop programming that promotes our ethical and just use of technology, ensuring that our students become responsible digital citizens of a global community.
- Act as the primary contact point for Canvas related issues and troubleshooting. Work closely with the

- Dean of Teaching and Learning to manage and monitor our Canvas domain, courses and users.
- Work closely with the Director of the Hyde Center for Global Engagement to develop virtual exchanges that lead to authentic human encounters that build relationships between persons.
- Work closely with Academic Leadership to create parent programming that strengthens our partnership with parents/guardians and the community.
- Work closely with the Director of the Imago DEI Center for Diversity, Equity and Inclusion to identify and remove barriers created by our use of technology.
- Maintain technology resource boards.
- Manage iPad setup sessions for parents, and technology setups for incoming students
- Work with the Director of Professional Growth and Dean of Teaching and Learning to develop professional development opportunities for employees
- Other duties as assigned.

QUALIFICATIONS

- The successful candidate will be supportive of our mission as a Jesuit, Catholic high school and the formation of the whole person.
- The position requires strong interpersonal and leadership skills, and the ability to build robust relationships with a broad range of constituents.
- The candidate must have strong organizational skills, a minimum of a Bachelor's degree, and five years of teaching experience, preferably involving the teaching of computer classes.
- Proficiency in the use of Canvas, G Suite for Education, and JAMF is preferred.