

*Are you ready to be part of a group of dedicated educators? Are you willing to push students to achieve academic excellence, foster caring and nurturing relationships, and serve their communities? Do you desire to work hard to educate the whole child?*

**Job Summary:** La Salle Middle School seeks a proven student-centered leader with a passion for assisting the principal with the overall administration of the instructional program and technology operations. Prospective applicants must maintain a strong belief that they can help close the achievement gap for all students and be all in when it comes to La Salle's mission to transform children and our community through innovative education.

*Our students expect a professional who:*

- Knowledge of instructional technology programming and the ability to support the development of new educational technology initiatives
- Documents existing system infrastructure performance and aids in creating and implementing security policies and procedures.
- Facilitates communication (oral and written) between staff, students, and parents to evaluate technology issues; solve problems; and resolve conflicts with policies, procedures, and processes to provide direction and comply with mandated requirements.
- Works on special projects, including software implementation, systems integration, and application development.
- Troubleshoot and maintain instructional technology and its peripherals and interfaces.
- Troubleshoot and maintain instructional software, including installing and configuring new systems.
- Exercises leadership in achieving district goals and objectives related to assessing the student education program and overall program effectiveness.
- In coordination with the Principal, manages a district-wide plan for assessing student progress. Develops appropriate assessment strategies and instruments to evaluate individual student progress and overall educational program effectiveness.
- Coordinates the administration of state and District mandated testing programs.
- In coordination with the Principal, provides in-service and training to staff on various computer hardware and application software.
- Assists in the evaluation, recommendation, and acquisition of new technologies into the district
- Assists the principal in developing, maintaining, and using the student information system to maintain, record, and track performance objectives and academic excellence indicators.
- Analyzes results of various assessment programs and reports findings to the administration, Superintendent, and the Board of Education.
- Assist in implementing the student behavior management system to create a positive school culture and achieve equitable student outcomes.
- Models for all staff (e.g., ensures quality staff development, creates and supports learning communities, uses and models use of technology, models behaviors of a lifelong learner) to create an environment where staff and students are successful.
- Promotes the use of assessment data (e.g., monitors student progress, conducts and uses assessment data to guide instruction, uses educational support systems) to increase student achievement.
- Perform such other tasks and assume such other responsibilities not inconsistent with the role, as the Principal may assign.

*What we expect:*

- Master's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), required.



- Knowledge of theory and troubleshooting techniques.
- Missouri Teacher Certification is required.
- Five or more years of teaching experience in a traditionally underserved community and three years of administrative leadership preferred
- Demonstrated strong achievement results with documented growth