About Newark, NJ

Located 11 miles away from mid-town Manhattan, Newark is a vibrant city in its own right. Newark is the financial, commercial, and transportation nucleus of the Garden State. It also is a thriving cultural hub, with residents from all over the world. Newark is filled with events and attractions, such as the Branch Brook Park Cherry Blossom Festival and the New Jersey Performing Arts Center. There is something for everyone to explore and enjoy in the City of Newark, from festivals and parades, to museums and musical venues, Newark is the New York City metropolitan area’s best kept secret.

About the Paulo Freire School

The Paulo Freire Charter School is conveniently located across the street from Newark Broad Street Station, which provides a 15 minute direct line of service to New York Penn Station. The Paulo Freire Charter School (aka The Freire School) opened in September of 2012, and was chartered by the New Jersey State Department of Education to serve students in grades 9-12 within the city of Newark. At capacity, the Freire School will serve 320 students.

Mission of the Paulo Freire Charter School

The mission of the Paulo Freire Charter School (aka The Freire School) is to service those who strive to grow in knowledge, wisdom, and understanding for the betterment of our society. We seek to improve the quality of life by putting scholarship into practice for the purpose of addressing social inequities and injustices. Through a cyclical process of inquiry and social engagement, our scholars take key concepts and apply them to service learning projects that promote social justice and democracy. Our goal is to develop a self-actualized scholar, who possesses a knowledgeable and discerning mind, thrives in service to others, and is prepared for higher education.

Our teachers must firmly believe in the mission of the school, its goals, and its core value: as teachers one of our most important roles is to foster the active use of knowledge.
The Freire School is committed to:

1. Placing a premium on inquiry based instruction and social engagement.
2. Maintaining a commitment to a cognitive apprenticeship methodology.
3. Hiring and retaining high-quality, mission aligned teachers.
4. Using a data-driven approach to plan and implement lessons.
5. Employing a variety of customized daily student supports.

About the Position:

The Educational Technology Coordinator (EDC) is responsible for training, modeling, and assisting teachers in integrating technology in the classroom to improve student achievement and ensure that every student meets and exceeds the Common Core Standards. The EDC acquires and updates skills as necessary for effectively training users in applications on the network, and coordinates activities of outside vendors, consultants and trainers.

This position reports to the Dean of Curriculum and Instruction.

The Educational Technology Coordinator implements, coordinates, and evaluates the integration of educational technology as tools to support instruction. In addition, the Educational Technology Coordinator performs the following duties:

1) Teach and implement a sequential program of study, following school directives, for teaching students the use of computers and educational technology, information retrieval and research, manipulation of data, visual and audio presentation, and coding.

2) Provides primary support for educational technology and integrated learning systems for the school’s i-learn program.

3) Provides training for all educational technology including wireless tablet devices, OnCourse, and a variety of other educational software and devices.

4) Assists with the development and implementation of our i-learn and technology curriculum.

5) Participate in the development of curricular standards and benchmarks to encourage appropriate use of i-learn technology.

6) Work with educators to develop lesson plans and activities involving use of technology to further attainment of educational goals.

7) Inform teachers of new technologies or software which may assist in developing concepts of content specific materials.
8) Assists with the general maintenance of all school and network workstations and printers.

9) Assists with the daily software and hardware troubleshooting of all school technological equipment.

10) Work with the Executive Directors, IT Manager, and others to develop and implement the school’s technology plan.

11) Establish evaluation guidelines so that data can be evaluated and used as part of the evaluation of district progress.

12) Work with administration and faculty to write grants for implementation of technology related educational programs.

13) Develop a school technology resource center to be used by school leaders, teachers, and students. The resource center may contain hardware, software, courseware, and instructional support materials such as books, periodicals and journals, films, and video tapes.

14) Identify technology oriented leaders in each academic discipline, who can assist in decision-making processes and assist faculty in simple technical or curricular concerns related to technology.

15) Develop a list of parents who might volunteer their services as computer aides, technical assistants, or fund raisers.

16) Develop contacts with vendors who are willing to provide loans of hardware and software, or assist in training educators.

17) Develop contacts with other educational institutions to encourage dissemination of effective policies and ideas for use of technology in the educational process.

18) Develop, implement, and periodically evaluate a school technology oriented in-service plan.

19) Help the school to develop and implement plans for the acquisition and maintenance of hardware and software.

20) Help develop and implement a district procedure for the evaluation of software, hardware, and courseware, and for the sharing of the results of such evaluation.

21) Disseminate technology-related information within the school via news bulletins, electronic main, presentations at district and building level staff meetings, etc.

22) Work to improve the overall quality of education received by students in the school.

23) Pursue professional growth.

24) Other duties as assigned
Skills & Qualifications

1) Must hold a Bachelor’s Degree, preferably in Computer Science, Technology, or a related technology/computer field from an accredited college or university.

2) A New Jersey Educational Services Certification with an endorsement as an Educational Media Specialist as provided by N.J.A.C. 6:11-11.17, or a certificate from reciprocal state, preferred.

3) Have at least three (3) years’ experience in working with students and educational staff in the field of educational technology, experienced in an urban school setting preferred.

4) Knowledge of existing network management tools and emerging tools, architectural concepts and principles.

5) Ability to articulate and communicate complex technology concepts effectively in non-technical terms in a compelling manner.

6) Ability to analyze complex business/technical problems to define system scope and objectives.

7) Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.

8) Have the ability to assist teachers and administrators to integrate educational technology into the curriculum and the instructional programs in support of student achievement in the Common Core Standards.

9) Demonstrate knowledge and understanding of instructional programs, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning, particularly using technology.

10) Demonstrated achievement in using advanced technology applications.

11) Strong belief in the Paulo Freire Charter School mission and educational model, and have a willingness to do whatever it takes to ensure the school's success.

12) Willingness to offer and respond positively to feedback; Commitment to daily personal and professional growth

13) Must have desire to be part of a team-oriented, mission-driven school.

14) Must be creative and detail oriented, with well-developed organization skills.

15) Must be able to acquire, synthesize and implement new information quickly and confidently.

16) Demonstrated capacity in being a catalyst for change, well organized and collaborative.

17) Must have a willingness to do whatever it takes to ensure the school's success.
18) Must be flexible under pressure.

19) Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

To Apply, please visit http://www.thefreireschool.org/employment-application.html.

You may also visit our website at www.thefreireschool.org for additional details.

Salary will be commensurate with experience and past results. Employee benefits include medical, dental, and participation in state pension program.

The Paulo Freire Charter School is an equal opportunity employer and does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, marital or familial status, national origin, alienage or citizenship or disability status.