



Position Description

Title: Information Technology Resource Teacher

Supervisor: Reports directly to the Principal

Summary: Sacred Heart Catholic Schools is seeking an Information Technology Resource Teacher for the 2022-2023 school year. Sacred Heart has an average class size of 16 students with a great work environment. Employment is contingent upon the continued satisfactory completion of required background screenings (completed every 5 years) as well as Virtus training and annual OSHA training.

Duties: Specific responsibilities include, but are not limited to:

- Maintain IT equipment inventory.
- Oversee the assignment of all IT equipment to students, faculty, and staff.
- Provide technology-focused, grade-appropriate instruction to students.
- Aid all stakeholders in the proper care and use of all technology resources.
- Oversee various cloud-based programs and databases for the school.

Skills:

- Good interpersonal skills to work with all stakeholders.
- Strong instructional technology skills and experience.
- Must hold or be eligible for a Virginia Teaching License.
- Teaching and/or Information Technology experience (preferred).