



The Diocese of Wilmington is seeking a full-time Technology Coordinator for the Office for Catholic Schools. The Technology Coordinator serves as a consultant and technology resource person to staff in the Catholic Schools Office and to the administrators and tech coordinators in Catholic schools.

Responsibilities include:

- Serving as the System Administrator for PowerSchool Student Information System, InfoSnap, GoGuardian, Renaissance, and School Messenger
- Acting as the point of contact and resource person for school tech coordinators
- Advising school administrators on best practices in instructional technology, device management, and social media use
- Maintaining the Catholic Schools Office pages on the diocesan website and the CSO intranet
- Setting standards for technology education throughout PreK-12 classrooms
- Advocating effective use of technology in all areas of instruction including the use of Google Classroom and Google Apps for Education
- Collaborating with the Catholic Schools Office staff in the administrative work and decision making of the office

Qualifications:

- Minimum of a Bachelor's degree and three years of experience in a computer-related field or education-related field with strong technology experience or equivalent combination of education and experience
- Strong communication skills
- The ability to multi-task and work in a team environment
- Certifications in software or hardware preferred

To apply submit a cover letter and resume to mfilippone@cdow.org