



## **Digital Transformation Coordinators (Part-Time)**

Jiv Daya Foundation is a private foundation based in Dallas, TX. Our broad mission is to improve quality of life for those most in need.

In 2011, the Foundation launched the STEP initiative. This project provides Dallas-area schools with tablet devices for classrooms in an effort to bridge the technology gap that exists in resource-challenged settings. Now at a critical stage in program development, STEP is looking for dynamic individuals to work on-the-ground to transform classrooms and digital experiences.

### **Position Details:**

Daily responsibilities will include providing technical and curricular support to administration and teacher partners, monitoring and evaluating school progress and goals, and collaborating with Jiv Daya team and/or district teams to create and lead professional development for teachers and administration. This role will involve a high level of classroom visits and on-site evaluation, requiring travel time and access to reliable transportation.

The majority of responsibilities will be onsite at schools - remote from Jiv Daya central office. Coordinators will be assigned to a cluster of schools by geographic region. Our schools are centered around multiple areas throughout Dallas ISD. See a map of all regions [here](#).

A successful applicant must have strong attention to detail, excellent communication skills, and a proven history of strong work ethic. Dynamic personality and passion for helping students and teachers are a must for this position.

Days and hours are very flexible; however applicants must be available for either all or part of the normal school hours.

**Compensation:**

Position is for 20 hours a week for the duration of academic year (36-40 weeks) at rate of \$25.00 an hour. At the beginning of the school year (August - October) it can increase to 25-30 hours a week.

**Required Skills:**

- Bachelor's degree from an accredited 4-year university or an equivalent combination of education and experience
- Self-motivated, quick learner with ability to pick up new concepts
- Exceptional organizational skills
- Able to work under pressure and manage multiple projects

**Preferred Experience:**

- Previous teaching experience, preferably in a resource-challenged and/or public school setting
- Bachelor's degree in Education from an accredited 4-year university or an equivalent combination of education and experience
- Knowledge of current education technology trends or experience integrating technology in the classroom
- Spanish language skills

**How to Apply:**

Submit a resume and cover letter in PDF format to [recruiting@jivdayafound.org](mailto:recruiting@jivdayafound.org) detailing why you are interested in the position, your relevant experience or background and why you believe this makes you suited for the position, and what you will offer to the Foundation.