SAINT ANDREW'S EPISCOPAL SCHOOL

Director of Technology

SUMMARY

Location | Saratoga, CA

Post Date | February 8, 2018

Application Deadline | March 9, 2018

Decision Announced | March 31, 2018

Start Date | July 1, 2018 *(or earlier if mutually agreeable)*

Reports To | Head of School

BACKGROUND

Nearly twenty years ago, Saint Andrew's Episcopal School started a laptop program that was ahead of its time. Why? For some schools, the proximity to Silicon Valley might be the driving factor for a decision like this—technology for the sake of technology. Not at Saint Andrew's, a premier PK – 8 school a few miles west of San Jose. Rather, Saint Andrew's recognized early on that curricular innovation and technology go hand in hand to support educational excellence and student-centered learning. Saint Andrew's inspires curiosity, exploration, and inquiry—in its students and faculty. Over the last two decades, the school has thoughtfully explored integration initiatives while holding true to its core values: whole-child education, world-class academic programs, a state-of-the-art learning environment, and a compassionate community of educators, learners, and parents.

On July 1, 2018, a new head of school begins at Saint Andrew's. At that time, the school will be excited to welcome its next director of technology, who will lead the entire technology program: instructional, systems, and IT. With an infrastructure support model that includes internal staff and external contractors already in place, the next director can concentrate primarily on instructional technology initiatives and integration support. The director of technology will also asked to be a part of an exciting new strategic plan process led by the incoming head of school. The director of technology sits on the senior administration and education teams, and reports to the head of school.

MISSION OF THE SCHOOL

The mission of Saint Andrew's Episcopal School is to offer an enriched curriculum within the tradition and values of the Episcopal Church. Saint Andrew's aims to educate the whole student, developing as fully as possible the intellectual, spiritual, physical, and social capacities of each student.

Saint Andrew's believes character education is a fundamental piece of the Pre-Kindergarten through grade eight education experience. It is during these formative years that children embrace and develop the core values they will need throughout their teen and adult years. Good character is modeled, discussed and taught during advisories, in the classroom, in chapel and all around campus. References to the CHARACTER COUNTS! Six Pillars of Character (Trustworthiness, Respect, Responsibility, Fairness, Caring, Citizenship) are ubiquitous across campus.

KEY STATISTICS

Founded: 1961

Location: Seven-acre campus in Saratoga, CA, approximately ten miles west of San Jose

Students: 320 students in grades PK – 8, coming from over 15 communities in the San Jose and greater Peninsula areas

Faculty: Student to faculty ratio of 9:1; average faculty experience is 13 years in education, seven years at Saint Andrew's

Accreditation: Accredited by the California Association of Independent Schools (CAIS) and the National Association for the Education of Young Children (NAEYC)

Associations: California Association of Independent Schools (CAIS), National Association for the Education of Young Children (NAEYC), National Association of Independent Schools (NAIS), National Association of Episcopal Schools (NAES)

Operating budget: $8,500,000

Financial aid and scholarships: Over $650,000 of financial assistance was awarded this past year to over 12% of students.

Diversity: Over 47% students are students of color. St. Andrew's is a globally diverse institution that represents the ethnic, cultural and socio-economic diversity of the Bay Area.

Website: www.st-andrews.org

CORE VALUES AT SAINT ANDREW'S

BALANCE

- We set goals and priorities, and establish boundaries.

- We care for ourselves by making healthy and informed choices.

- We seek out challenges and explore a variety of experiences and pursuits.

- We grow and develop through our efforts and attitudes.

CHARACTER

- We are honest and trustworthy.

- We respect and care for ourselves, others, and our environment.

- We are responsible individuals and citizens.

- We are fair and stand up for what is right.

COMMUNITY

- We are a joyful community that shares our gratitude.

- We embrace and include others and value what makes individuals unique.

- We nurture our relationships through compassion, empathy, and kindness.

- We are dedicated to open, direct, and positive communication and collaboration.

INQUIRY

- We are engaged, life-long learners.

- We seek to understand all perspectives.

- We question with curiosity, open-mindedness, and positive intentions.

- We strive to be self-aware and practice mindful reflection.

ABOUT THE POSITION

The director of technology job at Saint Andrew's is an opportunity like none other. The next technology director will step into the leadership role of a program that for two decades has been one of the engines of school-wide innovation. Saint Andrew's launched a 1:1 device program before some schools had even installed their first computer lab. Thus, innovation and technology integration are part of the very fabric of school culture. Saint Andrew's figured out long ago that educational technology needs to authentically serve students and teachers, rather than satisfy a hollow marketing objective.
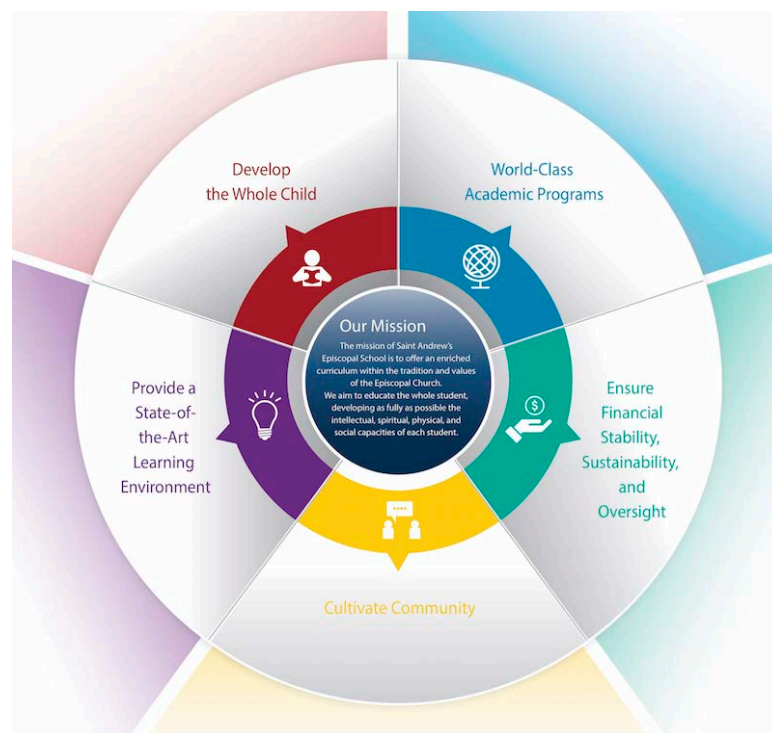
Twenty years later, Saint Andrew's is at an exciting inflection point. A new head of school is arriving in a few months and will lead the entire community on an exciting journey to develop a new strategic plan. The school has long-term goals for a new innovation and maker space as part of an eventual land acquisition and campus expansion project. Thus, this technology opportunity is not about maintaining the status quo, but rather reimagining for the future. The director of technology, reporting to the head of school and serving on both the administrative and education teams, will be right in the mix of a school-wide strategic pivot.

The next director will inherit a team of contributors. The school has a full-time IT manager who oversees infrastructure and network services. The school has partnered with a highly reputed managed services provider, Knowing Technologies, not only for network

engineering assistance, but also for on-site level 1 support to faculty and staff. Meanwhile, two well respected faculty members serve the technology curriculum as grade-level teachers. Both of these educators have strong backgrounds in computer science and receive high praise from colleagues and students. The outgoing director also taught some upper-level technology classes. As a result, students have been introduced to many advanced technology topics, from robotics to programming in Python. The next director will be asked to help the team continue to evaluate and improve its growing technology curriculum.

The 1:1 device program at Saint Andrew's is school-wide. Students in kindergarten through grade 3 use iPads; these devices do not leave campus. Students in grades 4 through 8 have school-issued MacBook Airs. Students in grades 5 and above take the laptops home.

This spring the school will transition to PowerSchool. The school already uses Schoology as its main LMS. One major project on the horizon is a website transition, given that the school's CMS provider was recently purchased by Finalsite.

Why do families choose Saint Andrew's? This is a learning environment that offers a high school preparatory curriculum and gives students an authentic voice. This is a place that wants students to become academic leaders while developing mindfulness, respect, and compassion for others. Many families at Saint Andrew's work in the technology industry, yet they are not clamoring for more technology to be thrown at their children. They want a school that values community and character, and technology that aligns with those values. They want educators committed to teamwork, collaboration, and whole-child education.

Saint Andrew's is excited to welcome the next director of technology to lead the entire department, partner with faculty on curricular initiatives, and collaborate with senior administrators on a new strategic chapter at an amazing PK – 8 school in Silicon Valley.

QUOTE FROM THE HEAD OF SCHOOL

"Saint Andrew's is a school where 'joy' and 'balance' say it all. It is a school that has the absolute right underlying principles for independent education: a great program with a healthy balance among academic rigor, character education, and solid community."

Dave Davies, Head of School

DIRECTOR OF TECHNOLOGY

SPECIFIC DUTIES

Instructional Technology

- Design, deliver, and manage major professional development and growth experiences for faculty in areas of technology integration and instructional design

- Support faculty with the implementation and integration of technology into their curriculum via one-on-one, small-group, large-group, and asynchronous trainings

- Develop and implement classes and integrated units in areas of technology skills, applied technology, computer science, and related topics

- Teach or co-teach lessons and classes as directed

- Evaluate emerging technology tools and instructional methodologies, and guide administrators and faculty on how to best explore and evaluate these new ideas

- Participate in the local and national educational technology communities

Information Systems and IT Services

- Ensure the successful administration and delivery of IT services, including: network, storage, cloud services, data administration, enterprise systems, and security

- Ensure the successful deployment of hardware, software, and other technology resources

- Ensure that all members of the community receive sufficient training and support

General

- Supervise the technology staff and external contractors

- Serve as project manager for enterprise technology initiatives involving hardware, software, infrastructure, systems, and classroom AV

- Develop and maintain the operational and capital technology budgets, and ensure that technology policies and procedures are aligned with the needs of the school

- Serve on and/or oversee various technology, education, and leadership committees

- Other duties as assigned

PROFESSIONAL QUALIFICATIONS AND PERSONAL QUALITIES

Saint Andrew's Episcopal School is looking for candidates who can demonstrate:

- Experience as a hands-on instructional technology integrator, and as a coordinator or director of an educational organization's instructional technology program. A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree in instructional technology, information systems, or related field is highly desirable.

- A successful history of designing, implementing, and improving a broad spectrum of professional development experiences for educators.

- Experience proposing, piloting, and iterating through strategic projects in the areas of technology integration and instructional design.

- Experience teaching classes in an elementary or middle school educational setting.

- Experience as a supervisor and organizational leader, including: direct personnel management, project management, staff development and training, and committee leadership.

- A passion for educational technology, instructional design, pedagogical innovation, and professional growth, and a capacity to instill that passion in others.

- Excellent relational and communication skills.

- A collaborative, cooperative, and patient mindset.

- Visionary leadership aligned with the needs of a dynamic and diverse faculty and staff.

- Capability to lift up to 25 pounds and access hardware in hard-to-reach spaces.

HOW TO APPLY

Ed Tech Recruiting is acting on behalf of Saint Andrew's Episcopal School to recruit exceptional professionals to fill this extraordinary opportunity.

PLEASE DIRECT ANY INQUIRIES TO:

> Gabriel Lucas
> Principal, Ed Tech Recruiting
> gabe@edtechrecruiting.com

APPLICATIONS WILL BE CONSIDERED THROUGH MARCH 9, 2018.

Candidates should send the following four separate PDF attachments to jobs@edtechrecruiting.com:

- Cover letter introducing yourself to Saint Andrew's search committee

- CV or résumé

- A list of at least four professional references (include each person's name, organization, title, phone number, email, and relationship with you — though we will not contact any references without obtaining your permission first)

- Statement of educational philosophy that addresses the following prompt:

  Suppose you were asked to propose to senior leadership a dynamic model for faculty professional growth in the areas of curricular innovation and technology integration. Write an executive summary (no longer than two pages) that outlines your ideas and implementation plan.