



# THE SEVEN HILLS SCHOOL

*Director of Educational Technology*

## SUMMARY

**Location** | Walnut Creek, CA

**Post Date** | December 3, 2019

**Application Deadline** | January 13, 2020 at 11:59pm PDT

**On-site Final Round** | Week of January 27, 2020

**Decision Announced** | February 10, 2020

**Start Date** | July 1, 2020, or earlier by mutual agreement



**Ed Tech**  
RECRUITING



## SUMMARY

Located 35 miles east of San Francisco in the beautiful rolling hills of Walnut Creek, The Seven Hills School has for nearly sixty years designed a thoughtful program based on a whole child philosophy of educating both mind and heart. With a Reggio-inspired Preschool and developmental Kindergarten, cross-curricular integration in the Lower School, and a rigorous curriculum in Middle School, this PS-8 independent school has led its students on journeys of curiosity, discovery, and exploration to help prepare them to thrive in a dynamic and diverse world.

Next school year, Seven Hills is excited to welcome a director of educational technology to join the senior leadership team. The school seeks a well-rounded technology leader not only to oversee operational technology services, but even more importantly to work with faculty on integration and help reimagine the next chapter of instructional technology. Teachers and administrators are eager for a technology-savvy instructional design partner who is well versed in both curricular innovation and contemporary research. This position reports to the head of school and starts July 1, 2020.

## MISSION AND VALUES

The Seven Hills School is a learning community whose mission is to develop the intellect, engage the spirit, and foster respect for, and responsibility to, our world.

Seven Hills opened its doors in 1962 with an innovative vision—to create a different kind of learning experience for children. The result was a focus on the whole child by pairing educational excellence with character building, and combining mastery of content with the skills and attitudes necessary to be a confident contributor to the school community and the wider world.

Seven Hills is a community that joyfully inspires a love of learning, instills an appreciation for nature and the environment, fosters respect for service and celebrates inclusivity. In the spirit of continuous improvement and as its 60th anniversary draws near, the school has launched an updated strategic plan, *Whole Child, Whole Community*, that preserves the time-honored traditions, prioritizes all aspects of student learning, emphasizes long-term sustainability, and builds upon the groundwork laid in previous strategic plans.



# SEVEN BELIEFS FOR SEVEN HILLS

**1. Every student deserves A WHOLE CHILD EDUCATION** that balances academic excellence with social and emotional development.

**2. LEARNING IS JOYFUL.** Through an integrated and experiential program, students are taught compassion, agency and collaboration.

**3. PASSIONATE AND CREATIVE FACULTY** challenge, nurture and inspire each child.

**4. Our VIBRANT COMMUNITY** is connected by more than five decades of service and lifelong learning.

**5. Our commitment to DIVERSITY AND INCLUSION** fosters cultural competency and global understanding.

**6. Our BEAUTIFUL, NATURAL CAMPUS** provides unique opportunities for student engagement, innovation and wonder.

**7. EFFECTIVE STEWARDSHIP** of our financial, physical and philanthropic resources is a **SHARED RESPONSIBILITY.**





## STRATEGIC DESTINATIONS

With the school's 60th anniversary on the horizon, the Board of Trustees recently launched an updated strategic plan, *Whole Child, Whole Community*—an ambitious roadmap for The Seven Hills School. Using the three pillars of the school as its cornerstone, the strategic plan will drive efforts to enhance the program, while ensuring the school maintains the values that have kept it strong for nearly 60 years.

### **Destination: Develop the Intellect**

#### *Promoting Exemplary Learning and Teaching*

A lifelong love of learning starts with a well-rounded, whole child approach to education. Through cross-disciplinary studies, inquiry-based learning and teamwork that spans grades and subjects, our students develop crucial skills including collaboration, agency, leadership and problem-solving. A passionate group of educators, our teachers serve as role models who challenge our students academically while teaching them the social skills needed to thrive in an increasingly diverse, complex and rapidly changing world.

### **Destination: Engage the Spirit**

#### *Developing the Whole Child*

Engaging the spirit means prioritizing each student's well-being and connectedness as well as developing essential interpersonal skills, including resilience, agency, adaptability and mindfulness. We educate and graduate lifelong learners who are engaged members of our community through a robust program that offers opportunities for experiential education, service learning and international exchange. A commitment to diversity and inclusion builds empathy and creates cultural competency skills that allow our graduates to thrive as global citizens in a diverse world.

### **Destination: Foster Respect for, and Responsibility to, Our World**

#### *Ensuring Financial and Environmental Sustainability*

As a community, we are responsible for modeling the active stewardship of our school and the surrounding environment. We are committed to securing our long-term financial sustainability through sound fiscal management of the resources necessary to advance our mission, program and facilities. We will continue to ensure our beautiful, natural campus not only meets the needs of 21st century learners, but also serves as the "third teacher," designed to encourage stewardship, mutual respect and appreciation for the environment.





## ABOUT THE TECH PROGRAM AND NEW ROLE

Seven Hills embodies the essence of independent school education. On the one hand, the school has been experimenting with educational technology for more than a decade. Seven Hills has a 1:1 device program for all grades from kindergarten through eighth grade, along with various engineering, workshop, and design course offerings. At the same time, Seven Hills cares deeply about whole child education and has worked hard to make sure that its students continue to experience global, social-emotional, and experiential learning opportunities even in this era of rapid technology growth. With its proximity to farmland and open space, the school is not afraid to turn off devices, take classrooms outside, and pick up physical books for Language Arts class.



The director of educational technology role is a new one at Seven Hills. This position will have many facets but prioritizes a direct connection with, and support of, the faculty and their pedagogy. While the director of educational technology will assume oversight and ownership for the IT environment, Seven Hills desires a leader who is highly fluent in the areas of instructional design and instructional technology—and who understands how those two disciplines play a key role in helping teachers refine and improve their practice.

The director of educational technology will report to the head of school and have several senior curricular and operational partners, including: the director of teaching and learning, both division heads, the director of finance and operations, and of course the head of school. Seven Hills is also hiring for a middle school division head for next year following a retirement. Thus, the director of educational technology will have an opportunity to partner with established administrators who know the school's culture, as well as with a new senior administrator who will likewise bring outside ideas and perspectives.

In addition to joining a high-functioning and collaborative leadership team, the director of educational technology will find several internal and external roles that support the operational side of technology, including: help desk staff, an experienced database manager, a tech-knowledgeable director of finance and operations, and a partnership with a managed services firm (Knowing Technologies). Thus, the director of educational technology will encounter right away many resources and partners eager to engage on strategic and tactical matters involving operational technology.



The Seven Hills teaching community is ready for an educational technology leader who can lead faculty at a visionary level, but also support individual teachers at an integration level. A technology cohort has been meeting regularly this fall to strategize about technology vision, direction, and philosophy—and ideas big and small are already on the table. At a recent gathering, for example, members of the cohort brainstormed professional development sessions they'd love to attend on campus. Some of the titles shared included:

- How to build the classroom of the future while maximizing the learning experience through technology
- Heading outdoors: Using technology on the go to record science understanding
- Developmentally appropriate math and language arts apps that help young children show their thinking
- How to use technology to leverage the learning vitality of an indoor/outdoor classroom

Seven Hills would welcome a director who thrives while planning these types of professional growth sessions for groups large and small. Teachers are committed to excellence, open to refinement, and eager for new ideas. But teacher training is just one of several goals the community has for the director of educational technology. Three other initiatives stand out and would benefit from a senior technology leader with excellent communication, relational, and change management skills.



**1. Parent liaison:** The parent community would appreciate a thought leader to lead conversations and presentations on educational technology and its impact on student learning and development. Parents support the instructional philosophy of the school but are often hungry for more education and external research on topics such as appropriate screen time, technology and brain science, selecting student devices, personalized learning, and Internet safety—among many others. The entire admin team will rely on the new director to be a visible and engaged subject-matter expert in the area of instructional technology and innovation. Thus, Seven Hills seeks a director of educational technology who will be comfortable delivering presentations, leading workshops, articulating frameworks, and regularly interacting with parents and other external stakeholders.

**2. Campus presence:** Seven Hills is a school founded on relationships and collegiality. These fundamental principles apply not just to student learning but to adult learning as well. The school is more than ready for its director of educational technology to maintain a visible presence across campus. Faculty and staff alike would welcome someone who “makes the rounds” and pops into classrooms and administrative offices as a way of engaging not just on technology matters but also on topics of pedagogy and learning. Seven Hills employees are truly eager to interact with, support, and partner with the next director of educational technology on a regular basis. Thus, Seven Hills seeks a director of educational technology who will take the initiative to reach out across campus to build critical departmental capital—and mentor other members of the technology staff to do the same.



## SEVEN HILLS SEEKS A VISIONARY LEADER WHO:

**Embodies a balanced approach to technology in an elementary school environment;**

**Leads and innovates while building a shared vision; and,**

**Possesses strong interpersonal skills, and understands the need to be approachable, flexible, and supportive.**





**3. Transitional planning:** The culture of Seven Hills is to constantly seek improvement—both individually and institutionally. Teachers embrace the act of regularly improving their practice: last year faculty participation in professional development was 100%. Meanwhile, the school is not afraid of implementing major changes, whether to the data and systems



environment, student device program, or the broader teaching and learning program. The school needs a technology leader with excellent project and change management skills. On the systems side, a technology department must often play the role of facilitator among many key stakeholders, anticipating the downstream impact of changes on other departments. Thus, the Seven Hills School seeks a director of educational technology who will serve as a proactive project planner by gathering the right people for input, discussions, coordination, decision-making, and training.

In sum, Seven Hills is excited to find a technology leader who will inspire and educate others, learn and appreciate a distinct school culture that is rooted in long-standing values of care and compassion, and serve individual

members of the community on their daily, monthly, and annual technology journeys. The school is ready to embrace a new cycle of technology adoption—one that moves away from the “wow” factor, and moves toward “what if” questions. The director of educational technology will have an opportunity to map, explore, and expand a technology vision in partnership with engaged faculty and staff. With the new strategic plan as a backdrop, the director of educational technology at Seven Hills will find a school immersed a larger initiative of school change and a community that welcomes a mission-aligned innovator, educator, thought partner, and departmental leader.

## DIVERSITY, EQUITY, AND INCLUSION

Seven Hills strives to be a community in which everyone is included, valued and respected. We are committed to respecting ourselves, others and our environment. All Seven Hills constituents share the responsibility to be compassionate and accepting of diversity including race, culture, ethnicity, age, gender, sexual orientation, social and economic class, religion, family structure, appearance, physical differences, and learning abilities.





## KEY STATISTICS

**Founded:** 1962

**Location:** Nine acres of indoor / outdoor classrooms on former ranch land near Heather Farm Park in Walnut Creek, CA, approximately 35 miles east of San Francisco; 10 classroom buildings; 3 playgrounds; 15,000+ volume library; student kitchen; 25-foot climbing wall

**Animals and nature:** 72 trees planted in the new orchard; 10,000+ eggs laid by over 30 hens in the new chicken coup

**Students:** Over 400 students in preschool through grade 8; 45% students of color

**Faculty and staff:** Over 85 employees including 47 faculty and 10 support teachers; nearly 50% of full-time faculty with advanced degrees; 7:1 student-to-faculty ratio; 100% of faculty participate in professional development

**Accreditation:** California Association of Independent Schools (CAIS) and Western Association of Schools and Colleges (WASC)

**Relevant Associations and Memberships:** National Association of Independent Schools (NAIS), California Association of Independent Schools (CAIS), East Bay Independent School Association (EBISA), National Business Officers Association (NBOA)

**Admission:** Over the last eight years, an average acceptance rate of 45%, an average yield rate of 82%, and an average retention rate of 96%

**Tuition:** Ranges from \$16,050 (preschool) to \$30,965 (middle school)

**Financials:** Operating budget \$11,500,000; over \$1.4 million awarded in financial aid; endowment approximately \$5,000,000

**Website:** [www.sevenhillsschool.org](http://www.sevenhillsschool.org)



## QUOTE FROM THE HEAD OF SCHOOL

*"At Seven Hills, we care that our students are thoughtful creators of content, curators of their own learning and discerning consumers of media, so their technology skills are both in service to and a result of their education."*

Kathleen McNamara, Head of School



# DIRECTOR OF EDUCATIONAL 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, electives, and workshops for students.
- Evaluate emerging technology tools and instructional methodologies, and guide administrators and faculty on how to best explore and evaluate these new ideas.
- Present, listen, and provide guidance to the parent community on issues concerning research and best practices around instructional technology and pedagogy of young learners.
- Participate in the local, regional, and national educational technology communities.

### Departmental Leadership

- Supervise the technology staff and other external technology contractors.
- Ensure that all members of the community receive sufficient training and support.
- Develop and maintain the operational and capital technology budgets, and ensure that technology policies and procedures are aligned with the needs of the school.
- Ensure the successful deployment of hardware, software, and other technology resources.
- In partnership with the director of finance and operations, oversee the third-party managed services vendor and ensure successful delivery of IT engineering services.
- Serve as project manager for enterprise technology initiatives involving hardware, software, infrastructure, systems, and classroom AV.
- Serve on and/or oversee various technology, education, and leadership committees.
- Other duties as assigned.



## **SEVEN HILLS IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE...**

### **Professional Qualifications:**

- A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree is highly desirable
- Experience designing, delivering, and coordinating technology workshops and trainings; classroom teaching experience highly desirable
- Experience as an educational technology integrator to support the work of peers
- Experience supporting major aspects of enterprise-wide technology-related projects, programs, or initiatives
- A fundamental understanding of management-level IT principles and best practices
- Experience working in a PS-8 environment is preferred but not required

### **Leadership and Personal Qualities:**

- A genuine interest in instructional technology, instructional design, and pedagogical innovation—and an ability to inspire and support faculty to explore and try new ideas
- A proclivity for stepping away from the office and seeking out colleagues across campus, in the spirit of cultivating meaningful and supportive relationships
- Project management skills to successfully lead large-scale change initiatives
- A passion and interest for overseeing all areas of technology—IT, data/systems, and instructional—even if prior experiences in these areas are not equal
- Immersion in diversity work, both in training and in implementation
- Inspirational, pragmatic, and diplomatic leadership that is sensitive to the needs of a dynamic and diverse faculty and staff
- An ability to build consensus among diverse groups, facilitate critical discussions, and provide confidence to colleagues during times of transition
- A collaborative, cooperative, empathetic, collegial, innovative, and patient mindset
- Strong communication skills: written, verbal, presentation, and training
- A commitment to Seven Hills' mission and values
- Confidence and humility, together with a sense of humor and warm personality
- 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 The Seven Hills School to identify exceptional leaders to fill this extraordinary opportunity. Please direct any inquiries to:

Gabriel Lucas  
Principal, Ed Tech Recruiting  
[jobs@EdTechRecruiting.com](mailto:jobs@EdTechRecruiting.com)

### APPLICATIONS WILL BE CONSIDERED THROUGH JANUARY 13, 2020.

All applications must be submitted online, via:

[www.EdTechRecruiting.com/jobs/sevenhills](http://www.EdTechRecruiting.com/jobs/sevenhills)

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Seven Hills search committee
- CV or résumé
- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you—though we will not contact any references without obtaining your permission first)
- A response to the following prompt:

*It's July 1, 2020—your first day at Seven Hills. A group of thoughtful educators wants you to lead them in the implementation of an instructional philosophy around educational technology. Now what?*

