

**The College Preparatory School  
INTERIM CURRICULUM TECHNOLOGY INTEGRATOR  
October, 2015 – June 30<sup>th</sup>, 2016**

The College Preparatory School, an independent coeducational secondary school, is seeking an Interim Curriculum Technology Integrator. Our mission is to prepare students for productive, ethical lives in college and beyond by fostering a stimulating education within an atmosphere of consideration, trust and mutual responsibility. The Interim Curriculum Technology Integrator works on a team that includes the Director of Technology Operations and the Technical Support Specialist. He or she insures the smooth and successful use of instructional and other technologies that enhance teaching and learning across all school programs.

Primary responsibilities include:

*Vision for and implementation of relevant technology:*

- Ensure that the College Prep faculty, administration and staff have access to and an understanding of the best available technological tools;
- Coordinate new technologies in support of curricular evolution; facilitate the integration of technology skills into the school program;
- Offer ongoing technological support for faculty, administration and staff;
- Help students create multimedia projects
- Specify hardware and software requirements for the teacher/student laptop programs, in collaboration with Director of Technology Operations;
- Devise and teach appropriate uses of Google tools for curricular and administrative use;

*User support:*

- Respond to technology support requests and questions from faculty, administrators and students;
- Diagnose and repair basic hardware and software problems
- Create/update troubleshooting tips and basic tutorials on our Google-based groupware system

*Community involvement:*

- Fulfill chaperone and committee membership duties required of all faculty;

The ideal candidate will work collaboratively and effectively with teachers, students, and tech colleagues. He or she must possess strong organizational, communication, computer and people-skills, genuine fondness for teenagers, and enthusiasm for independent-school education. Candidates should also demonstrate flexibility, initiative, high energy, independence and a good sense of humor.

Candidates should demonstrate expertise in:

- Software: Macintosh OS 10.10+, iWork, iLife, Adobe Creative Cloud suite, Audacity, Microsoft Office;
- Cloud Applications: Google Doc/Sites, BlackbaudK12(formerly WhippleHill), Canvas, VoiceThread, Storyboard, Webspiration, SMART Notebook software

The salary is competitive. Additionally, all faculty enjoy sharing a prepared lunch every day.

Please send resume and cover letter to:

Edwin Kiriimi, Director of Technology Operations, The College Preparatory School.

Email address: [jobs@college-prep.org](mailto:jobs@college-prep.org)

**Write your full name and “Interim Curriculum Technology Integrator” in the subject line.**

Please do not send a fax or a paper copy. For more information about our school, visit our website at [www.college-prep.org](http://www.college-prep.org).

College Prep, as an equal opportunity employer, does not discriminate in its hiring of employees on the basis of race, color, sex, sexual orientation, religion, creed, national origin, citizenship, marital or veteran status, age, or disability. We actively seek diversity among our faculty and administration as well as among our students.