DERBY ACADEMY

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Coordinator of Technology and Databases

Derby Academy, a Pre-Kindergarten through Grade 8 co-educational day school located in Hingham, Massachusetts, seeks a Coordinator of Technology and Databases beginning in August 2019. Rooted in the school's motto, "*Improve Both Mind and Heart*," Derby's Middle School provides students with a joyful and rigorous academic environment. The Coordinator of Technology and Databases will work the administration and faculty in a variety of roles to enrich the community and ensure that learning is optimized. The coordinator will oversee the maintenance of the school's educational database and help with website upgrades, which includes keeping the password protected teacher content up to date, managing grade reports and transcripts, and our Google Suite for email and file exchange. In addition, the coordinator will help better synchronize and manage the operational databases maintained across departments including Development and Admissions. Finally, the coordinator will assist faculty with the day-to-day use of educational software and hardware. The coordinator should be technologically savvy and able to learn new software programs.

Educational experience, a collaborative mindset, an understanding of independent schools, excellent written and verbal communication skills, an understanding of educational technology and software, Google Suite, Mac hardware, and Blackbaud products is essential to this role.

A competitive salary and benefits package includes generous funding of professional development.

Derby Academy is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, color, veteran status, physical ability, sexual orientation, or national or ethnic origin. Derby Academy is an equal opportunity employer.

Interested candidates may email a letter of interest and C.V. to:
Mike Bowler
Director of Teaching and Learning
mbowler@derbyacademy.org

No phone calls, please.