JOB DESCRIPTION

Director of Educational Technology & Innovation
Full time, starting July 15th, 2022

Classification: Full-time, Administration, 12-month
Reporting to: The Academic Dean

The Director of Educational Technology & Innovation is a strategic leader and collaborative partner working with administrators, faculty, and students. This administrator successfully leads the co-creation, development and implementation of an innovative comprehensive technology plan, which focuses on teaching and learning and the student experience.

Key responsibilities of this role include:
- Faculty training and professional development;
- Research, evaluation, and recommendation of new technologies and emerging tools;
- Programs to ensure student fluency and effective use of schoolwide technology systems; and Digital citizenship curriculum development.

Strategic Leadership
- Co-create, communicate, and implement a comprehensive vision for technology that improves teaching, learning, and the student experience with internal and external stakeholders
- In partnership with the Director of Library Services, Academic Dean, and Asst Head for Student Life, design, develop, and implement a 9-12 scope and sequence for technology literacy and digital citizenship
- Evaluate current school-wide instructional technology and research emerging tools, technologies, pedagogies to guide senior academic leaders (Academic Dean, Dean of Faculty, Asst Head for Student Life, Head of School) on strategic and operational decisions that continue to improve overall technology integration

Faculty Partnership & Training
- Build trust and excitement to support and inspire teachers to thoughtfully integrate technology into their teaching and curriculum and to use technology to work more effectively and efficiently
  - Design, deliver and oversee internal professional development and growth experiences in the areas of technology integration and innovative instructional design for faculty
  - Work one-on-one with faculty of diverse technological needs and skills
  - Act as an instructional design partner to enhance classroom projects and reach instructional goals

○ Train students and faculty to use technology efficiently/effectively and with a degree of school-wide standardization (LMS, document management, etc.)
- Be visible in the classroom, both with teachers to support their professional growth, and with students.
- Teach 1-3 classes across the year, up to 30% of overall duties
- In partnership with the UrbanX Labs Director, provide support for UrbanX Labs courses and activities
- Develop, design, and implement technology onboarding curriculum for new faculty and staff and provide group and individual support

Supporting Students
- Develop systems and implement programs to ensure student fluency and effective use of schoolwide technology systems
- Design and deliver curriculum to encourage responsible digital citizenship
- Provide as-needed support of students with the Tech Support Specialist

Supervise and Manage
- Supervise the Technology Support Specialist
- In collaboration with the CFO, direct the Director of Information Services to manage and assess the school's technology infrastructure and systems as they pertain to educational and classroom needs.
- Manage student and faculty laptop program
- Develop annual and long-term budgets and supervise purchasing

Qualities
- Educational background or previous experience in educational technology
- Excellent communication, organizational and project management skills, along with a collaborative, cooperative, patient mindset
- The ability to facilitate critical discussions, build consensus among diverse groups, and instill confidence in colleagues during times of transition
- Experience in and desire to develop culturally competent and inclusive classrooms
- The ability to provide inspirational leadership and ideas, and a willingness to "walk the talk"
- Eagerness and excitement for affecting institutional change, and the skillset to bring others along
- A genuine interest in and appreciation for working with both adolescents and adults
- Proven history as an effective and innovative teacher and instructional leader

Physical Demands and Working Conditions:
Work pressure and interruptions occur on an ongoing basis. The job involves ongoing exposure to constantly changing physical and ergonomic environments; as well as frequent interruptions

and changes in workflow/volume depending on time in the term. Changes in the performance environment require occasional upgrading of skills.

The job requires:
- Occasional lifting/moving of computer components and peripherals weighing up to 40 pounds.
- Ability to climb a ladder to service classroom projectors and similar equipment.
- Ability to lift and work on equipment that may be located in tight and poorly lighted spaces, such as under desks, in closets, or other confined areas. Additionally, occasional periods of sustained effort and crawling under desks and confined spaces to install/uninstall and/or move equipment.