



## Director of Academic Technology Position Description

**Position Purpose:** The Director of Academic Technology supports faculty as they use technology to enhance teaching and learning. S/he is charged with the responsibility of developing and supporting technological strategies to advance the curriculum. This requires an awareness of new and emerging trends in academic applications of technology, partnering with and supporting faculty, and close work with administrators and staff on campus.

### Essential job functions

- Work one-on-one with individual teachers or department groups to develop and implement technological strategies that support the curriculum
- Provide instruction and advice to teachers and co-teach classes when necessary to promote fluid integration of new resources and technologies
- Build academic tool kits: Help faculty create educational videos and podcasts in their disciplines
- Streamline classroom integration of new technologies and strengthen the use of existing resources
- Develop an internal platform as a resource for faculty, which highlights trends in educational technology and disseminates relevant and timely information
- Facilitate ongoing school wide and discipline-specific discussions regarding the use of technology in the classroom and develop recommendations and formal proposals for future programs and initiatives
- Regularly attend conferences that promote the use of technology in educational settings in order to identify new resources, tools, and ideas for further exploration
- Collaborate with and visit other schools to maintain a clear picture of the work being done at our peer schools and of Rivers' overall position on the educational technology spectrum
- Work closely with the Technology Office to identify ways to further streamline and enhance implementation of technologies on campus
- Identify Rivers programs, events, and regular day-to-day functioning that could be further streamlined through creative use of technology
- Coordinate the Ed Tech Committee, establish a set of shared goals, develop the annual committee agenda, schedule regular meetings and hold an annual retreat
- Develop and deliver both faculty and student training on best practice technology use

**Other Duties:** Additional duties that may be required of the position include teaching courses in information literacy and social media usage or in a traditional academic discipline, supporting coding initiatives by team teaching with discipline teachers, or other duties as assigned that contribute to the mission of the school.

### Qualifications:

- Experience teaching in an independent school setting
- Demonstrated knowledge and implementation of academic technology
- Successful track record of innovative practice, collaboration and design in an academic setting
- Excellent interpersonal and communication skills

To apply, please e-mail a cover letter, resume, and list of three references with contact information to Susan Tamaro, Dean of Academic Affairs at [s.tamaro@rivers.org](mailto:s.tamaro@rivers.org). Please use "Rivers Director of Academic Technology" in the subject line.