Director of Educational Technology
Reports to: Assistant Head of School
Start Date: May, 2016

Vistamar School is a college preparatory, co-educational, independent day school that serves a very diverse population of students in grades 9-12, supported by a generous program of Moderated Tuition. Since our opening in 2005, enrollment has grown steadily to 275 students, who are drawn from over 50 different middle schools and over 35 different zip codes in greater Los Angeles. We will add faculty and classrooms incrementally as we approach our target enrollment of 300.

Vistamar is located in the eastern-most section of El Segundo. The school is close to major freeway interchanges and is well serviced by public transportation, including a commuter rail station.

Both tuition and salaries are competitive with other Los Angeles- area independent schools. Vistamar is fully accredited by the California Association of Independent Schools and the Western Association of Schools and Colleges, and holds institutional memberships in the National Association of Independent Schools and the Council of International Schools.

Overview of the Position

The Director of Technology in Education provides overall strategic direction, oversight and accountability for the School's technology platform. With and eye on innovation and a keen focus on the academic program, the Director will utilize all resources to serve teaching and learning.

In partnership with the Head of School, the Leadership Team, the Director of Teaching & Learning, and IT colleagues, the Director will provide strategic direction for:

  • Computer science curriculum;
  • STEAM-integration frameworks and implementation;
  • Professional growth plans for the Digital Literacy Coach and the Jr. Network Administrator/Tech Support;
  • The School's technology infrastructure for the next 2-3 years

Major Responsibilities

- Develop and implement a Computer Science program that embeds programming in all grades and includes an AP CS option;
- Teach Intro to Computer Science and/or Programming in 9th grade;
- Work with the Digital Literacy Coach to create and implement a comprehensive STEAM program;
- Manage the day-to-day activities of the IT Office, including budget, inventory, and helpdesk support;
- Work with the Jr. Network Administrator/Tech Support to ensure all network services are up to date and in working order;
- Work one-on-one with the Director of Teaching & Learning and Department Coordinators to design the best support structures for faculty;
- Work with the Assistant Head of School and Student Services team members to provide the best support for learning to students;
- Work with the Directors of Finance, Admissions, and Development to ensure that all databases and software up to date, and that all systems are properly maintained and backed up.

Qualifications
The idea candidate will possess excellent interpersonal, organizational, communication, and problem-solving skills, as well as superior writing and public-speaking abilities. S/he should be able to demonstrate a deep understanding of, and commitment to, embracing and serving students, families and colleagues from many ethnic, cultural, and socioeconomic backgrounds. The candidate also will possess expertise in curriculum development and best practices in secondary school pedagogy – particularly approaches that best serve the needs of a truly diverse student body.

The ideal candidate will have at least 7-10 years of experience as a teacher and leader, and will have demonstrated the ability to recruit, support, supervise, and inspire a first-rate faculty; build and manage relationships with numerous constituencies including students, parents, alumni and trustees; and nurture, support, encourage and guide adolescents. This candidate will possess the ability and determination to be a persuasive spokesperson for, and representative of, the School's mission and vision to a wide variety of constituencies. A degree in Education or a closely related field is preferred, as is experience with Whipple Hill or other similar web-based software.

As with all positions at Vistamar, we seek an individual who takes initiative and demonstrates a strong desire to grow professionally. We need a genuine colleague for this important position – someone who is thoughtful, energetic and passionate and an all-around "school person" who wants to participate in and contribute to our vibrant community. A love of high school students, flexibility, a sense of humor, and a willingness to embrace the mission of Vistamar School are required.

How To Apply

Additional information about Vistamar School is available on the School's website: https://www.vistamarschool.org. Applicants should submit a complete résumé and cover letter by e-mail to: positions@vistamarschool.org. No calls please.