



HOVNANIAN
SCHOOL

POSITION TITLE: DIRECTOR OF TECHNOLOGY
(Part-Time Position)

Job Summary

The philosophy of teaching and learning of Hovnanian School creates a warm, safe, and nurturing environment to allow each child to thrive in their own unique way. We are a vibrant, private, Armenian school of approximately 150 students, Early Childhood – 8th grade, in New Milford, NJ with a strong sense of community and emphasis on robust academics. The Director of Technology maintains, teaches, learns, trains, and strategizes with regards to the technological needs of the School. This position requires communication and close collaboration with the service providers, teachers, and administration. Responsibilities are described by the identification and fulfillment of the school's technological needs that support the mission of the school and include the following:

Responsibilities

Strategy

- Update technology plan
- Present an innovation/new technology proposal
- Conduct an audit and needs assessment
- Create a cybersecurity plan
- Work with the Head of School to create a deployment plan for teachers and classrooms
- Introduce and maintain a storage/sign-out system for iPads, Kindles, etc.
- Manage the technology budget
- Meet regularly with the Head of School to update information, calendar dates, priorities, deadlines, and ideas

Teaching

- Use best practices
- Provide professional development for teachers
- Attend workshops for personal professional development
- Collaborate with teachers to create digital literacy curriculum (incorporate GenYes)
- Visit classrooms to help with differentiated learning
- Use After School Program as laboratory

Collaboration and Training

- Provide training sessions for administration, faculty, staff, and parents
- Work with event organizers regarding A/V and technology needs
- Communicate as needed with service providers (DCIT)
- Observe, evaluate, and recommend professional development for technology teachers



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Maintenance

- Network infrastructure, hardware, software, school accounts, and permissions
- Audio-visual equipment
- 1:1 deployment to grades 7 and 8
- Website and portal systems, as needed
- Library management systems
- Help Desk

Cultivate the spirit of the mission of Hovnanian School in students, faculty, and colleagues.

Qualifications

The position is part time and requires a minimum of two years of experience in educational technology, preferably at an independent school or youth-serving organization. A high level of proficiency in a variety of software and applications for both Mac and Windows platforms is required. Additionally, a commitment to working collaboratively and cooperatively as a team player in a school setting, exceptional organization and communication skills, and flexibility are essential. Understanding of the value of developing the whole child is also a desired quality. Familiarity with Blackbaud and Raiser's Edge is preferable. The Director of Technology is expected to make a commitment of at least three years.

Applicants should send résumé and cover letter to employment@hovnianschools.org,
to the attention of Shakeh Tashjian, Head of School