



Mirman School seeks an experienced full-time Director of Technology who is compelled by the school's mission and committed to the development and maintenance of leading an inquiry-based and conceptual technology program. Teachers and staff at Mirman School support differentiation with our students' curiosities and passions with cross-curricular integration. Teachers are also engaged in regular collaboration, curriculum development, and pedagogical reflection. Ideal candidates should have an extensive knowledge of educational technology, innovative teaching and learning practices, and effective school administration.

At Mirman School, we work collaboratively to support our unique population of highly gifted learners. We have a firm commitment to educating the whole child, and nurturing talents in all dimensions — academic, kinesthetic, and artistic. By fully integrating a commitment to inclusivity as well as a strong social emotional learning curriculum, we challenge our students and each other to be dynamic problem-solvers and thoughtful citizens of this increasingly complex society.

Mirman School actively seeks to enhance and support diversity and inclusion within its community, and is an equal opportunity employer. Mirman School encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.

## **Responsibilities**

- Work with Division Heads in creating, documenting, and implementing an innovative K-8 curriculum utilizing principles and practices of gifted education
- Collaborate and lead educational change in alignment with the school's mission and strategic plan
- Oversee and evaluate teachers and staff within the technology department
- Maintaining the long-range technology plan for the school
- Maintaining long-term planning for network hardware, software, wiring, and peripherals
- Maintaining the technological infrastructure to support the academic and administrative needs of the school
- Creating and implementing annual and long-term technology budgets
- Ensuring ethical utilization of technology resources
- Supervising, supporting, and evaluating technology support staff
- Supervising appropriate technology training and professional development of faculty and staff with the STEAM Coordinator



- Researching and promoting technological professional development opportunities for administrative staff
- Helping to integrate technology into the curriculum with the STEAM Coordinator and technology integrationists as approved by the Head of School, Assistant Head of School, and Curriculum Committee
- With the Assistant Director of Technology, managing computer hardware, software, network infrastructure, servers, and information
- Reviewing and regularly updating technology policies
- Lead and support parent education around the use of devices, technology tools, and digital citizenship
- Coordinating all aspects of database use on campus; improving and maintaining database integrity
- Maintaining the electronic student records system and assisting with faculty training on report card program (Blackbaud)
- Organizing technology support for special events and groups
- Working with the Development Office to identify and obtain grants for technology funding
- Completing special projects requiring his/her expertise
- Representing the department at functions held within and outside the school
- Review and implement internal controls where necessary.

## **Qualifications**

- Bachelors in education, a related field or equivalent training and experience required
- Masters or other advanced degrees in related field preferred
- Strong understanding of technology for educational use
- Proven experience with Macintosh and iPad OS, Google Workspace for Education, and student and school student information systems, required
- Experience in change management and systems design
- Ability to communicate effectively with nontechnical constituents from the entire school community
- Ability to implement straightforward, appropriate solutions to diagnosed problems
- Must possess a genuine desire to work with students and the community that implements the vision and mission of our school
- Ability to mentor and train faculty in the use of technology in order to enhance students' educational experience
- Strong problem solving skills
- Strong interpersonal skills to relate well with students, staff, administration, parents, and the community
- Ability to visualize and implement
- Supports a wide variety of challenges, deadlines, and array of contacts
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- Experience with database administration
- Experience with network administration/security
- Demonstrated administrative experience relating to technology and technology integration
- Ability to communicate and collaborate effectively as a team player with faculty, administrators, and members of the technology team
- Experience and skill with a wide range of hardware, software and cloud resources
- Culturally competent and engaged community learner
- Exhibit enthusiasm and commitment to the vision, mission and guiding principles of the school
- Independent school experience preferred
- Experience in K-12 working with highly gifted children preferred

Mirman School offers a robust benefits package to full time employees which includes medical, dental, and vision coverages. Eligible employees may also participate in the 403(b) retirement plan. Mirman also offers opportunities for the professional development of our faculty and administrators. If interested in applying, please visit our website at [mirman.org](http://mirman.org) and provide a cover letter and resume to [employment@mirman.org](mailto:employment@mirman.org).