

COMMUNITY · CHARACTER · CONFIDENCE  
**NASHOBA BROOKS**  
SCHOOL

**Director of Educational Technology and Innovation**  
**Full-Time (12-month position)**

**Summary**

The Director of Educational Technology and Innovation is responsible for instructional integration of technology in Preschool through Grade 8 and related professional development for employees. The Director of Educational Technology and Innovation reports to the Head of School.

**Specific Responsibilities**

- Serve as an instructional leader in the school, working to advance the mission and philosophy of Nashoba Brooks
- Manage supervision of the IS Team including Library and Transliteracy Integration Specialists, Instructional Technologist, Unified engineers, and Instructional Technology Fellow)
- Oversee coordination of technology integration and IS curriculum scope and sequence
- Design and implement comprehensive programs for curriculum design and professional development to support outstanding technology integration, responsible use, and continuous learning
- Model creativity, innovation, and both deep and broad thinking about teaching and learning
- Serve as a member of the Program Leadership Team to build a culture of creative innovation and healthy flexibility to meet the dynamic needs of an excellent 21<sup>st</sup> century school
- Collaborate with teachers to initiate and support technology integration, design-based thinking, and flexible problem solving
- Design and launch new initiatives, including possible summer programming opportunities
- Work closely with Unified to ensure proactive planning, smooth and consistent operation of hardware, secure systems, timely upgrades, efficient support, and effective troubleshooting
- Oversee inventory and maintenance of instructional equipment, phones, databases, etc.
- Work closely with administrative leadership to manage IS budget

**Qualifications**

- Demonstrated experience developing innovative and integrated curriculum
- Demonstrated experience building and managing a team
- Minimum of three years teaching experience
- Strong oral and written communication skills
- Strong organizational and project management skills
- Demonstrated commitment to professional growth
- Undergraduate degree required; graduate degree preferred

The Director of Educational Technology and Innovation will model integrity, professionalism, curiosity, responsibility, creativity, humility, and respect for all persons, as well as a demonstrated commitment to advancing the School's core values.

Interested candidates should send a cover letter and resume to:

Danielle Heard, Head of School  
email: [DoEdTech@nashobabrooks.org](mailto:DoEdTech@nashobabrooks.org)

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