

COMMUNITY · CHARACTER · CONFIDENCE
NASHOBA BROOKS
SCHOOL

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

Nashoba Brooks School is an independent school for boys and girls, age 3-Grade 3; Girls, Grades 4-8 with an enrollment of 300. The school is committed to personal excellence in academics, athletics and the arts within its mission of preparing students for "...a life of continuous learning, accomplishment, and leadership in a diverse and changing world." Nashoba Brooks believes that diversity enriches and strengthens community and challenges individuals to become agents of change in creating a more fair and equitable world.

Summary

Director of Educational Technology and Innovation is responsible for instructional integration of technology in Preschool through Grade 8 and related professional development for faculty and staff. The Director of Education 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 the supervision of the Library and Transliteracy Integration Specialists, Instructional Technologist, Instructional Technology Fellow, engineers from Unified; evaluation of staff members, and coordination of curriculum
- Design and implement comprehensive programs for curriculum and professional development to support outstanding technology integration and learning
- Model creativity, innovation, and both deep and broad thinking about teaching, and learning
- Serve as a member of the Program Leadership Team and the Administrative Leadership Team to build a culture of creative innovation and healthy flexibility to meet the dynamic needs of an excellent 21st 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 efficient and effective troubleshooting
- Oversee inventory and maintenance of instructional equipment, phones, databases, etc.
- Ensure integration of Technology Literacy Standards into classroom curriculum
- Assist with preparation of technology budget
- Establish and ensure department goals

Qualifications

- Demonstrated experience developing innovative and integrated curriculum
- Minimum of three years teaching experience
- Strong oral and written communication skills
- Strong organizational 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 and respect for all persons, as well as a demonstrated commitment to advancing the school's core values of diversity, service learning, and character education.

Interested candidates should send a cover letter and resume to:

Danielle Heard, Head of School

Email: DoEdTech@nashobabrooks.org

April 2015