



## **Director of Educational Technology & Learning Innovation (Pre-K to 12th grade)**

**Reports To:** Chief Information Officer

**Employment Type:** Full-Time, 12-Month Position

**Start Date:** July 1<sup>st</sup>, 2026

### **Position Overview**

The Adelson School seeks an innovative, strategic, and relationship-driven Director of Educational Technology & Learning Innovation to lead the vision, implementation, and continuous improvement of educational technology across a Pre-K through 12<sup>th</sup> grade learning environment.

This leadership position serves at the intersection of teaching and learning, professional growth, innovation, instructional systems, and operational excellence. The Director will partner closely with school leadership, faculty, IT, and divisional teams to ensure technology meaningfully advances student learning, faculty effectiveness, communication, and schoolwide goals.

The Director will oversee educational technology strategy, faculty and student onboarding, professional development, instructional coaching, digital learning systems, AI and digital literacy initiatives, and innovation planning. This role also includes supporting the implementation and effective use of instructional platforms and school systems, developing scalable training programs, and helping shape the future of teaching and learning at the school.

The ideal candidate is an experienced educator, systems thinker, and collaborative leader who can move seamlessly between strategy and implementation, supporting both institutional priorities and day-to-day faculty success.

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### **Primary Responsibilities**

#### **Strategic Leadership & Innovation**

- Work with the CIO and the academic teams to revise and implement a schoolwide vision for educational technology and digital learning aligned with institutional priorities and instructional goals.
- Serve as a strategic thought partner to school leadership on instructional innovation, emerging technologies, artificial intelligence (AI), digital citizenship, media literacy, and responsible technology use.

- Lead research, evaluation, piloting, and implementation of instructional technologies, platforms, and emerging digital tools.
- Develop long-range plans for educational technology, including adoption cycles, implementation, training, evaluation, and sustainability.
- Partner with the Director of Academics and divisional leadership to support technology-enhanced curriculum design and instructional excellence.

### **Faculty Development & Instructional Coaching**

- Design and lead a comprehensive, year-round professional learning program focused on instructional technology, pedagogy, innovation, and digital fluency.
- Facilitate faculty workshops, in-service sessions, division-based training, and individualized coaching experiences.
- Develop and manage instructional coaching cycles, embedded classroom support, model lessons, and collaborative planning opportunities.
- Support faculty in integrating technology meaningfully and developmentally across Pre-K through 12<sup>th</sup> grade.
- Build teacher leadership capacity and identify faculty technology champions to support innovation efforts across divisions.

### **Onboarding, Training & Community Support**

- Lead schoolwide onboarding for new faculty, staff, and students, ensuring confidence with devices, instructional platforms, workflows, and digital expectations.
- Design and maintain onboarding systems for:
  - Device distribution and setup
  - Account creation and access.
  - Student information systems (SIS)
  - Productivity and collaboration platforms
  - Classroom technologies and instructional tools
- Coordinate technology orientation and training for students and families, including age-appropriate digital readiness and responsible use.
- Create scalable training resources, tutorials, videos, guides, and self-service documentation to support ongoing learning.

### **Educational Technology Systems & Program Management**

- Oversee implementation and effective use of educational platforms and instructional systems (e.g., SIS, classroom management tools, productivity suites, digital assessment tools, and content platforms).
- Collaborate closely with IT to align instructional technology infrastructure with educational needs.

- Partner with administrators and faculty to ensure effective use of school systems for communication, grading, reporting, parent engagement, and classroom management.
- Support technology-related operational workflows including annual setup, account provisioning, system transitions, and divisional implementation needs.
- Analyze feedback and program outcomes to guide improvements and inform decision-making.

### **Professional Learning, Communication & Culture Building**

- Foster a culture of innovation, experimentation, and continuous improvement among faculty and staff.
- Disseminate technology-related best practices, instructional resources, and emerging trends to the school community.
- Support faculty adoption of new technologies through differentiated coaching, accountability, and follow-through.
- Represent the school at conferences, workshops, professional organizations, and educational technology networks.

### **Planning, Budgeting & Vendor Partnerships**

- Work with the CIO for annual planning related to software, licensing, platform renewals, instructional technology priorities, and future initiatives.
- Evaluate educational technology vendors and maintain strategic partnerships to support implementation and training.
- Collaborate with the CIO on educational technology budgeting, purchasing, and resource planning.
- Support grant opportunities and external partnerships related to innovation and educational technology initiatives.

### **Classroom Teaching & Demonstration (Potential Responsibility)**

- Teach a limited number of classes, electives, seminars, or innovation-focused experiences aligned with expertise and school needs.
- Model exemplary technology-rich teaching practices.
- Partner with faculty through co-teaching, demonstration lessons, and interdisciplinary project design.

### **Qualifications**

Required:

- Master's degree in Education, Educational Technology, Instructional Design, Educational Leadership, or related field.

- 5+ years of progressive experience in Pre-K–12<sup>th</sup> grade education, educational technology leadership, instructional coaching, faculty development, or digital learning.
- Demonstrated success leading schoolwide professional development and adult learning initiatives.
- Experience implementing and supporting educational systems such as LMS, SIS, Google Workspace, Microsoft 365, Apple ecosystems, classroom technologies, and instructional platforms.
- Proven ability to lead change, build stakeholder buy-in, and manage multiple schoolwide initiatives simultaneously.
- Strong understanding of pedagogy, curriculum integration, instructional design, and technology-enhanced teaching and learning.
- Exceptional facilitation, communication, organizational, and relationship-building skills.

Preferred:

- Independent school or Pre-K through 12<sup>th</sup> grade experience.
- Classroom teaching experience across multiple grade levels.
- Experience with coaching frameworks, onboarding systems, and strategic planning.
- Experience presenting at conferences or leading external professional learning.

Physical Requirements:

- Prolonged periods of standing and walking.
- Must be physically able to climb ladders, bend, and crawl into awkward spaces.
- Must be able to lift at least thirty pounds at a time.

### **Desired Leadership Profile**

The successful candidate will:

- Be a visible and trusted instructional leader.
- Think strategically while remaining highly responsive and service-oriented.
- Build strong relationships with faculty, students, staff, and families.
- Translate innovation into practical, classroom-ready implementation.
- Balance vision-setting with hands-on execution.
- Lead thoughtfully through change while cultivating enthusiasm around emerging technologies and AI.