MONTCLAIR KIMBERLEY ACADEMY

Director of Educational Technology/Upper School Instructional Technologist

Montclair Kimberley Academy (MKA), an innovative Jr-K–12, independent day school in northern New Jersey with a strong national reputation, Apple Distinguished School recognition, a celebrated 1:1 learning program, and a strong tradition of internal professional development, seeks its next Director of Educational Technology beginning on July 1, 2026. The successful candidate will be a dynamic and inspirational leader, experienced in the varied and rapidly evolving terrain of educational technology. They will promote exploration, creativity, inquiry, and innovation in teaching and learning in an academically challenging and connected community with Ethical Leadership at its foundation.

Position Overview:
The Director of Educational Technology works closely with the Curriculum Committee, the Director of Technology, and the Directors of STEM+ (Jr-K–8) and (9-12) to implement emerging technologies to promote experiential learning, interdisciplinary explorations, and the authentic application of both technology tools and learning (as per MKA's Strategic Plan). ***This role combines leadership of the Educational Technology Team, composed of Instructional Technologists from MKA's Primary, Middle, and Upper School campuses, with hands-on support for teaching and learning as the Upper School Instructional Technologist.*** The Director of Educational Technology collaborates with and reports to MKA's Assistant Head of School for Curriculum and Professional Development, and to the Head of Upper School regarding the Upper School aspect of the role.

Key Responsibilities:

The successful candidate will be both inspiring and discerning, able to:
- Balance visionary leadership with practical implementation in leading a tri-campus Educational Technology Team, responsible for designing and aligning the robust use of educational technology to consistently support and challenge the MKA Learner.
- Facilitate the work of key leadership groups, including:
  - The Student Ed Tech Leaders (Middle and Upper School student groups)
  - Faculty leadership groups, co-chaired with the Director of Libraries and Research:
    - The Educational Technology Committee (tri-campus)
    - The AI Working Group (tri-campus)
- Co-chair, with the Director of Technology, the Strategic Plan priority focused on emerging technologies.
- Support the school's commitment to Ethical Leadership through thoughtful and intentional implementation of technology initiatives and explicit guidance for students learning to use educational technology constructively.
- Partner with faculty to introduce the creative and innovative use of emerging educational technologies and provide professional development and support.

- ○ Design, lead, and support ongoing professional development offerings throughout the school year and during the summer to help faculty enhance experiential and interdisciplinary learning, differentiated instruction, and assessment for learning.
- Lead the school's engagement with and provide guidance for using Artificial Intelligence (AI) and developing AI literacy in ways that support and extend learning and align with the school's foci on Ethical Leadership, critical thinking, problem-solving, and creating in authentic contexts.
- Maintain a system for vetting educational technology tools for COPPA compliance, cost, and safety and for sunsetting outdated tools.
- Collaborate extensively with MKA's Director of Technology to ensure integral, school-wide connections between educational technology and technology initiatives (e.g., related to hardware, network, and infrastructure).
  - ○ Provide joint oversight, with the Director of Technology, for MKA's 1:1 technology program, including related student and faculty onboarding and training efforts.
  - ○ Attend Technology Department meetings.
  - ○ Manage institutional account services, such as Google Workspace for Education, Veracross and Axiom, and ensure license renewal for some educational technology tools.
- Collaborate with the Directors of STEM+ to inspire high-leverage use of educational technology tools to promote STEM+ learning and programming.
- Contribute actively to the tri-campus Curriculum and Curriculum Advisory Committees.
- As half of the role, implement and experiment with all of the above in serving as the on-site Instructional Technologist for the Upper School (grades 9-12), including but not limited to the following responsibilities:
  - ○ Serve as a curricular leader who helps to develop faculty members' technology skills and coaches them to connect educational technology tools to pedagogy and curriculum design (e.g., designing purposeful and research-informed learning experiences, assessing student learning, and differentiating instruction).
  - ○ Help Upper School faculty and students to best leverage Veracross, MKA's learning management system and develop training sessions and support materials for faculty.
  - ○ Provide day-to-day /"just-in-time" educational technology instructional support for students and faculty, sometimes on a 1:1 basis.
  - ○ Co-plan campus-specific, educational technology-related education and communication (to students, families, faculty, and staff) in coordination with the Head of Campus, Assistant Head of Campus, other campus administration, and faculty.
  - ○ Design laptop orientation for new students and new faculty to support their learning and teaching effectively in a 1:1 environment.
  - ○ Provide training and support for departments using Exam.net, NoodleTools, and Turnitin.
  - ○ Support the College Office and train faculty with AP French, AP Spanish, AP Chinese and AP Music Theory exams on laptops.
  - ○ Lead the Upper School Student Ed Tech Leadership Group.
  - ○ Partner with Academic and Grade Level Deans where necessary to support student and faculty learning.
  - ○ Serve on the Academic Programs Committee.

Qualifications:
- Master's degree in a related field or significant educational technology experience
- Minimum of three years of teaching experience in an educational setting
- Experience with:
    - Identifying and leveraging educational technology tools
    - Working in Veracross and Axiom
    - Working within the Google Workspace for Education and its administration
- Experience with curriculum design, including the foundational principles of backward design, differentiated instruction, and assessment for learning

MKA is committed to promoting an inclusive and representative education that honors students' narratives, provides a safe environment to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community, and society. We actively seek candidates who share our commitment to this process.

Interested candidates should send a resume and cover letter to cjunquera@mka.org.

The salary range for this position is $80,000 - $110,000. Final compensation will be determined based on experience.

MKA offers a comprehensive benefits package to full-time employees, including, but not limited to, medical and dental coverage; retirement plans with employer matching; life and disability insurance; and access to wellness and professional development resources.

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.