



St. Michael's Episcopal School

DIRECTOR OF TECHNOLOGY POSITION

St. Michael's Episcopal School seeks a qualified full-time Director of Technology for the 2018-2019 academic year. This is a twelve-month position, reporting to the Headmaster and beginning in July.

The Director is responsible for all aspects of information technology at St. Michael's. This ranges from

- crafting strategy, policies, and procedures to;
- budgeting for and maintaining infrastructure, hardware, software, and accounts to;
- supporting student and staff users through teaching, training, and professional development.

Specifically, the Director will...

- Support the School's mission of providing "superior academic instruction" by leading the development and implementation of a school-wide vision for ongoing integration of technology into learning.
- Help evaluate the effectiveness of instructional technology in the classroom.
- Meet regularly with administration to discuss progress of instructional technology program and goals.
- Collaborate with teachers to co-plan and/or co-teach classroom lessons and units as well as grade level or department projects.
- Design and facilitate professional development.
- Provide timely, on-demand coaching for staff on effective use of technology, ranging from the mundane ("I can't get this to work.") to the profound ("How can technology help students learn more deeply?")
- Support staff use of databases and other business systems.
- Lead the effort to select and implement a new school-wide student information system.
- Manage and maintain supported digital resources including issued devices, operating systems, and equipment to support access for all stakeholders.
- Maintain emergency communications and phone systems, and user accounts in Windows and G-Suite.
- Teach a design/technology course as background and interest provide.

The successful candidate will have...

- excellent verbal and written skills and ability to communicate with colleagues, students, and parents;
- a minimum of 3 years of experience teaching (preferably lower and/or middle school students) technology, design, or related subjects;
- experience using/maintaining G-Suite for Education, servers, and various IT systems;
- competence identifying emerging instructional technologies and evaluating their potential for a classroom environment;
- ability to make decisions and function effectively with minimal supervision; and
- a bachelor's degree in education, technology, or a related field. An advanced degree is preferred, though not required.

The ideal candidate will have...

- worked cooperatively with colleagues on a consistent basis;
- provided technology training to adults with varying levels of experience;
- integrated technology effectively into student learning;
- demonstrated kindness, enthusiasm, a sense of humor, investment in continued learning and professional growth, and a passion for supporting children as they grow and learn;

Director of Information Technology Position for 2018-2019

- worked actively to cultivate an inclusive environment and support a school community grounded in empathy, social responsibility, and an appreciation and respect for individual differences;
- employed effective classroom management skills;
- engaged in continuous learning to deepen content and pedagogical knowledge in technology integration and current and emerging technologies; and
- directed/coached school activities/clubs/sports outside of the classroom.

St. Michael's Episcopal School provides children with superior academic instruction in an environment that acknowledges and develops the Christian values of kindness, respect, acceptance, integrity, responsibility, resilience, and compassion. The K-8 co-educational community is small enough (375 students and 48 faculty-staff) for everyone to know one another, and large enough to provide rich curricular and co-curricular opportunities. Its student-teacher ratio is 11:1, and average class size 18 to 19 students. The Middle School is located on a stunning 70-acre campus. In 2018, [the Lower School will move](#) into a brand new building on this campus. Students hail from 30 different zip codes. Founded in 1957, St. Michael's is accredited by the Virginia Association of Independent Schools (VAIS) and a member of the National Association of Independent Schools (NAIS). St. Michael's values diversity as an important element of serving its mission and thus considers applicants for all positions without regard to race, color, religion, sex, sexual orientation, national origin, age, marital or veteran status, disability, or any other legally protected status.

Candidates should forward a cover letter, resume, and educational philosophy to employment@stmschool.net.