

## Director of Education Technology

### Position Summary

Stevenson School seeks a creative, innovative, and dynamic education technology professional to help integrate technology skills into the curriculum. The successful candidate will have significant experience in teaching, technology integration, and demonstrated project management expertise with academic and administrative technology initiatives. The Director of Education Technology is a member of the technology team and reports to the Director of Technology and both division heads.

### Key responsibilities

- Technology integration
  - Assist faculty in planning and implementing the integration of technology across the curriculum, including working directly in the classrooms.
  - Promote the use of information and communications technologies to support differentiated learning and individual learning styles; familiarity with standards based technology integration.
  - Researching new and emerging curriculum--based technologies in keeping with the school's technology plan and strategic goals.
  - Develop the school's technology skills scope and sequence for PK-12.
- Professional development for faculty and staff
  - Train faculty in current and emerging technologies in workshops and modeling classroom presentations.
  - Collaborate with lower, middle and high school divisions to share best practices, facilitate continuity and awareness of technology competencies for faculty between both campuses.
- Lead technology initiatives
  - Lead search and replacement of our current LMS
  - Develop faculty/staff technology onboarding curriculum for all new employees.
- Provide support and training for G-Suite and LMS for all faculty and staff.

### Minimum Qualifications

- Degrees in Education and Technology with at least 5 years of relevant work experience.
- Experience with Mac iOS, Mac OS X , Windows, Learning Management systems and G-Suite required.
- Experience developing and supporting a 1-to-1 program preferred.
- Extensive experience in the use of technology in the classroom.
- Experience working with, teaching, and mentoring teachers.
- Experience working with a wide variety of hardware and software.
- Demonstrated success as a project manager for key initiatives.

### Desired Skills

- Ability to work in a team-oriented environment, managing short and long-term projects.
- Superior communication, including the ability to listen, excellent writing skills, with a keen eye for detail.
- Ability to work closely and collaboratively with faculty, staff and students in all areas of the school who will have a wide background of technology expertise.
- Ability to think strategically, strong analytical skills, juggle multiple projects with consistent follow-through.
- Ability to design, create and deliver innovative instructional materials and programs on the use of technology to enrich teaching and enhance learning.
- Flexible and adaptable, creative and entrepreneurial, positive and optimistic.

This is a 12-month, full-time exempt position. Stevenson School offers competitive compensation and benefits commensurate with experience. Equal employment opportunity and treatment shall be practiced by Stevenson School regardless of race, color, national origin, religion, sex, sexual orientation, age, marital status or disability, if the employee, with or without reasonable accommodation, is able to perform the essential functions of the position.

**To Apply:**

Please send a cover letter, resume, and three references via email to [awenzel@stevensonschool.org](mailto:awenzel@stevensonschool.org).