



Educational Technology Coordinator – Job Announcement

Westmark School is recruiting for an experienced professional responsible for developing and delivering cohesive educational technology initiatives that align with the mission of the school and the needs of our students. This is a challenging career opportunity for an individual who possesses a strong knowledge base in the design and integration of innovative assistive technologies who desires to make an impact in supporting and enhancing the delivery of curriculum to students with learning differences.

Located in Encino, CA, Westmark School is a creative and supportive college preparatory school grades 2-12 dedicated to educating, empowering, and celebrating students with distinct learning styles, providing the tools necessary to achieve successful and fulfilling futures. The visionary Head of School, Claudia Koochek is an accomplished leader in LD education nationwide.

The Opportunity

The Educational Technology Coordinator collaborates with the Curriculum Team to design, recommend and continuously evaluate a comprehensive technology plan that enhances teaching and learning using both in-person and distance learning instructional models.

Works collaboratively with the Curriculum Team, Division Directors and IT to deploy and integrate appropriate technology applications across the school and to ensure seamless coordination, and sustainability of technology tools that support the curriculum, instruction, and assessment.

Supports Educational Technology use through daily advising, collaborating, and training in the use of emerging technology applications. Develops, coordinates, and facilitates workshops and classes for faculty on instructional applications.

Provides support for educational technology devices, systems, and content.

Monitors and works to prevent infrastructure failures through data-driven processes.

Evaluates the effectiveness, innovation and sustainability of current and future needs and applications of Educational Technology solutions for students with learning differences across grades 2-12.

Annually assesses and updates the Acceptable Use Policy (AUP). Promotes continued development and use of the School's AUP, digital citizenship program, and current technology standards.

Assists with device distribution, training, and collection at year-end.

Additional responsibilities, as assigned.

Qualifications

Bachelor's degree or higher and 5+ years of school experience deploying appropriate instructional technology tools and working with faculty in all disciplines to identify instructional needs to enhance student learning and outcomes. Current and in-depth knowledge of instructional technology hardware, software, and related tools. Experience with administrative and academic database systems, Blackbaud and PowerSchool preferred. Expertise in Apple hardware, macOS, PC, iPadOS software, G Suite for Education. Strong interest in pedagogy and technology innovation while creating a meaningful experience for diverse learners.

To Apply

Please forward by email (no phone calls, please) a letter of interest, your resume, and the names and contact information of five professional references to:

Attn: Stephanie Sztanski, Director of Human Resources

edtech@westmarkschool.org

Westmark School is an equal opportunity employer and is committed to hiring a diverse workforce.

All applicants will be considered for positions without regard to race, color, national origin, ancestry, religion, creed, gender, gender identity, medical condition, citizenship, national origin, age, disability, marital or veteran status, sexual orientation, sexual expression, sexual identity or any other legally-protected status based on applicable law.