RAVENSCROFT SCHOOL
Director of Educational Technology

REPORTS TO: Chief Information Officer

DIRECT REPORTS: Divisional Information Technology Specialists and Computer Science Teachers

POSITION OBJECTIVE: An integral member of the Library & Technology Department's leadership team, the Director of Educational Technology advances whole-school teaching and learning with technology. In partnership with the Chief Information Officer, this person is responsible for developing and leading the strategic vision for the innovative use of educational technology at Ravenscroft in support of the school's mission. This critical school role supports the development of Ravenscroft's short-term and long term educational technology goals and partners with the leaders of the School's Library Team and Technology Team to ensure communication and collaboration exist in meeting those goals. The Director of Educational Technology also leads programs and planning of Computer Science as a discrete subject. The position leads and coaches the divisional Information Technology Specialists and Computer Science faculty in their roles and guides them through their annual Professional Growth and Development Plan for institutional, divisional, and individual goals related to the School's strategic initiatives.

QUALIFYING CHARACTERISTICS: A collaborative leader who works across stakeholders to promote teamwork, the Director of Educational Technology must possess 3 to 5 years of leadership experience, preferably in a PreK-12 environment, and should be able to effectively demonstrate designing, leading, and implementing multiple projects.

- ❏ Degree in Education or Educational Technology or a related field or comparable experience
- ❏ Experience working in a blended environment (Windows, Macs, and Chromebooks) with a variety of devices and software applications
- ❏ Experience working with digital learning platforms (G-Suite for Education and Hapara's Teacher Dashboard a must; Veracross SIS a plus)
- ❏ Google Certified Educator recommended; Google Certified Trainer preferred
- ❏ Excellent verbal and written communication skills
- ❏ Excellent emotional intelligence skills
- ❏ Strong analytical and problem-solving skills
- ❏ Strong demonstrated knowledge in Educational Technology

DESIRABLE TRAITS: Maintains an active role in the local, national and international educational technology community to ensure Ravenscroft maintains an innovative and effective approach to educational technology. Experience in benchmarking and performance metrics for all aspects of educational technology, for example ISTE's Lead and Transform Analysis.

ESSENTIAL JOB DUTIES:

PreK-12 Curriculum Leadership

❏ Collaborates with academic leaders of the School to support and advance whole-school curricular goals
❏ Collaborates with Division Heads and Department Chairs to develop and implement a strategic plan for educational technology
❏ Leads the development and implementation of a scope and sequence for Educational Technology and integration into all areas of learning
❏ Partners with Division Heads to advance STEM+ learning PreK-12
❏ Leads through peer coaching, co-teaching and building relationships with adult learners to advance instructional design and classroom practice
❏ Identifies and communicates best practices and research in educational technology to assist teachers in supporting and advancing student learning
❏ Is philosophically aligned with an inquiry based approach to learning with expertise in using digital technology for learning.
❏ Develops, coordinates, and instructs professional development opportunities for faculty and workshops for parents on technology-related topics
❏ Coordinates PreK-12 co-curricular and curricular opportunities in computer science
❏ Evaluates and pilots emerging advancements in educational technology
❏ Develops technology-related policies with key stakeholders
❏ Serves as Instructional Technology & Computer Science Department Chair

Technology Planning & Management

❏ In partnership with the Chief Information Officer, develops and maintains the annual budget for educational technology software
❏ Leads change management for all stakeholders in the implementation of new educational technology initiatives
❏ Mentors, coaches and directs the Information Technology Specialists and Computer Science faculty to transform classroom teaching and learning through evaluation, planning and goal creation
❏ Monitors the progress (both qualitative & quantitative) of educational technology at Ravenscroft