

# ALL SAINTS DAY SCHOOL

**Title:** Director of Technology  
**Reports to:** Assistant Head of School  
**Start Date:** June 2020

## **Position Description:**

All Saints Day School seeks an energetic, proactive, and dynamic leader of great initiative to serve as its Director of Technology. The Director of Technology is responsible for the best practice integration of digital tools for student learning, faculty use, curriculum development and integration, instructional practice, and administrative needs. The Director facilitates the use of technology to enhance student learning and digital literacy across the curriculum, and is responsible for both long-term planning and the school's daily operational technology needs. The Director of Technology reports to the Assistant Head of School. This may be a full-time or part-time position, pending the candidate's qualifications and availability.

## **Duties and responsibilities:**

- Develops and implements the School's short and long term technology plans and evaluates the School's use of technology in light of the School's mission and core values.
- Works to provide faculty, staff, and students with ready access to technology; partners with classroom teachers to achieve technology curriculum goals.
- Oversees, maintains, protects, and updates all hardware, software, networking and tech equipment needs of the School; liaises with outside I.T. experts to address the School's ongoing technology needs.
- Administers electronic standardized tests and is responsible for reporting results to teachers and parents; produces transcripts and report cards.
- Maintains and updates all school email list-serves and faculty and student databases.
- Teaches technology classes for grades EC-8th grade
- Creates and supports a learning environment in which students can successfully grow and thrive as they develop both autonomy and self-awareness, as well as the ability to collaborate and communicate with classmates as they learn, work, and play together.
- Create opportunities for children to become increasingly responsible for the communities in which they live and inspire students to make a difference in the world.

- Participate actively in faculty meetings and work collaboratively with colleagues on committees and other work to further the development of the school's program; attend all professional gatherings and in-service meetings.
- Participate fully in the life of the school, attending institutional gatherings and events as necessary or requested by the Head of School in support of the School's mission.
- Be available to assist with coverage (after school program, recess, lunch, study hall, and event duties) as needed.
- Partner with the Assistant Head and Director of Finance to develop, oversee, and manage the School's technology budget.
- Works with the Advancement Office (Communications, Enrollment, and Development) on the school website, and provides digital support for the School's marketing and promotional activities.
- Performs duties as assigned by the Head of School.

### **Requirements**

- Bachelor's degree; teaching credential or advanced degree preferred in relevant field of study
- Knowledge of educational technology to support teaching and learning
- Proven record of accomplishment in technology planning; experience in network management, student information systems, and server administration
- Ability to work with faculty and staff who have varying levels of skill and comfort in the use of technology; can communicate technical concepts to non-technical people
- Experience teaching in a K-8 or K-12 environment; possesses understanding of child development
- Excellent written and oral communication skills with parents, students, and staff
- Effective interpersonal, organizational, and time management skills; ability to multitask
- A passionate commitment to creating an innovative, joyful environment for students
- Ability to create an inclusive classroom community that allows for a multitude of perspectives to be heard and respected
- Creativity, flexibility, and a growth mindset, with an interest in being part of a community of learners
- Must pass Live Scan fingerprinting and background check
- TB Test and Tdap shots required and must be obtained prior to starting the position

## **About All Saints Day School**

*Please click [here](#) to read the All Saints Magazine and learn more about life at our school!*

All Saints Day School ([www.asds.org](http://www.asds.org)), an outstanding independent coeducational day school in Carmel, California, places an emphasis on academic excellence with a spirit of social responsibility. Located on a gorgeous campus in enviable Carmel Valley and serving 170 students in preschool through grade eight, students of all ages exchange ideas and explore ethics as they define their attitudes and values. All Saints educates the whole child by nurturing students' intellectual, emotional, spiritual, and physical development so that they may attain their highest potential. The school has built a reputation for academic rigor and character development and is marked by a very strong positive school culture. All Saints' active Episcopal affiliation focuses on inclusivity, support, respect, and the shared values reflected in the school's mission statement. A feeling of positive energy, inclusiveness, optimism, respect and kindness permeates our campus.

All Saints Day School is an equal opportunity employer. Interested individuals should send a current resume accompanied by a cover letter and contact information for no less than three references to Scott Fujita, Head of School, at [sfujita@asds.org](mailto:sfujita@asds.org).

*In a joyful and spiritual environment, we prepare children  
for lives of learning and service.*