JOB DESCRIPTION FOR DIRECTOR OF TECHNOLOGY AND INNOVATIVE LEARNING

Responsible to: Head of School

Hours: 12-month, full-time position

Position Purpose: To carry out faithfully all the responsibilities of a Director of Technology and Innovative Learning as described in the Christian mission Christ Church School.

General Description: The Director of Technology and Innovative Learning is responsible for providing technological expertise with optimizing the integration and use of technologies and educational resources to support technology-rich teaching and student learning. This position is the liaison with the teaching staff, technology support staff and administrative staff in conjunction with the Head of School. The Director of Technology and Innovative Learning serves as a member of Christ Church School's lead team and as such, requires an unwavering commitment to professionalism. The Director of Technology and Innovative Learning provides vision and leadership in developing and implementing information technology initiatives in support of the school's curriculum and strategic goals. This full-time position directs and manages the information technology, operations, infrastructure, and strategic planning, including project planning and requirements, organizing, and negotiating the allocation of technology resources. This position includes oversight of resources, technology staff and the ability to manage facility enhancement projects. This leadership position supervises the work of the Network Administrator, Digital Instructional & Learning Designer and Computer Science Teacher. This position oversees the network administrator to ensure infrastructure elements (cabling, fiber optics, wireless and hardwired equipment, mobile devices (one to one), classroom connectivity, servers, ISP connection and service, website, software, cyber security and disaster recovery operations) are optimal. The Director of Technology and Innovative Learning works closely with the Director of Finance and Human resource for budgeting purposes.

Mission Statement: Christ Church School serves as an outreach ministry which emphasizes academic excellence and nurtures the spiritual, physical, cultural, and social development of students in a compassionate, disciplined Christian environment.		
Overarching Responsibilities to Supervise		
Technology	Innovative Learning	Applications
Infrastructure	Support	Instruction
Information Technology	Operations	Equipment
Manage IT staff	Ordering	Hardware usage
Vendors	Digital Educational Platforms	Software applications
Maintain Licensing	Chair Technology Strategic Planning Committee	Innovation Lab

Qualifications:

- Demonstrate ability to interact with parents, students, and teachers effectively
- A strong leader with integrity, high moral standards and charisma who is people-oriented and truly welcomes the perspectives of the entire CCS community
- Possess an organized, hands-on leadership style, that can delegate with confidence
- Demonstrate a strong knowledge and understanding of technology operations and educational integration necessary at an independent school

- Highly effective communicator, both spoken and in print/electronic media, who is comfortable speaking and listening to the full spectrum of school stakeholders
- Independent School or non-profit experience preferred
- BA or MS in the field of technology, education, or leadership experience
- Excellent interpersonal, communication and organizational skills
- Leader who is committed to expanding the horizons of education technology as set forth by the International Society for Technology in Education Standards for Administrators

Christ Church School's Digital Learning Profile:

- **Grades -** Christ Church School serves students in Prekindergarten 2 through Grade 5
- **Microsoft** - School and teachers are Microsoft Innovative Educators
- **LMS -** Learning Management System, Rediker ParentPlus Portals, StudentPlus Portals, TeacherPlus Portals. This provides a place for communications, lesson plans, announcements, assignments, turning in assignments and posting grades
- **SMART Learning Suite** (SLS) and SMART Boards in Grades PK4-5 are used for digital teaching and learning, activities, experiences, learning, assessing, and completing assignments
- **SeeSaw** is used in Grades K-2 to provide a developmentally-friendly avenue for completing and turning in assignments
- **Online Learning Resources -** The school has over 30 online resources, digital curriculum/textbooks. List available upon request