

## JOB POSTING

**Job Description Title:** Director of Technology and eLearning

**Projected Start Date:** August 1<sup>st</sup>, 2018

### **The School:**

Opened in 2000, Stratford Hall is a non-profit, co-ed, non-denominational, independent K-12 school located in East Vancouver. Through the continuum of International Baccalaureate (IB) programmes, we strive to create well-rounded students who are inquirers and critical thinkers who approach learning with a balanced and knowledgeable perspective. The school culture at Stratford Hall is warm and inclusive and we work hard to build a strong sense of community between students, parents, faculty and staff as a family in learning.

### **Technology at Stratford Hall:**

At this time, Stratford Hall outsources much of its IT department using a company called Rent-a-Nerd. Their team supports the IT infrastructure and support at the school. In addition, we employ students from the SFU COOP Programme to work with the IT team and to support teachers and students. The new Director of Technology will be expected to assume more responsibility in the future for the IT infrastructure. On the academic side, the IT Director supports educational programs which support the school's innovative programme grounded in the IB and the CORE Competencies of the new BC Curriculum. This includes a focus on 21st Century learning skills and the embedding of Digital Citizenship across the grades. All staff are provided with devices, which include PCs, MacBook Airs and iPad Pros. Each class in the PYP has a 2:1 ratio of iPads as well as carts of PCs and Chromebooks for students to share. From 2018, all students from grades 6-12 will bring their own device to school with the ability to download school-provided Adobe Creative Suite software. The IDEA Lab is a newly developed space focused on Design Thinking and Innovative Learning Spaces. We use ManageBac for curriculum planning and assessment, SeniorSystems as our Student Information System and Finalsite for our school website and communication portals. G Suite is used across the whole school for productivity, communication and collaboration.

### **Position Rationale and Goal:**

Provide overall direction, vision, leadership and supervision of all aspects of the technology program at Stratford Hall in order to facilitate the use of technology for improved teaching and learning for students and faculty.

### **Ideal Candidate Profile and Qualifications:**

For this position, the ideal candidate will be:

- A visionary, big picture thinker who has a strong understanding of technology integration standards as well as the various systems and IT infrastructure in the school.
- Fluent communication skills in English, both spoken and written.
- Strong organizational, communication, administrative and interpersonal skills.
- The ability to work both independently and collaboratively as part of a team.

For this position, the ideal candidate should possess:

- Experience as a hands-on technology integrator, and as a coordinator or director of Educational Technology. A bachelor's degree from an accredited university is a minimum requirement, though a graduate degree in instructional technology, information systems, or related field is highly desirable.
- Teaching certificate and five years of successful classroom experience
- Previously demonstrated high performance as an effective team leader/manager/supervisor
- Working knowledge of various educational, financial and administrative system applications in a PC/MAC LAN environment
- Experience managing system integration, change management and roll out of large projects
- Extensive experience using G Suite and the Admin Panel (Google Trainer and/or Innovator certification preferred)
- Experience integrating technology in classrooms using iPads. The ability to manage devices using a MDM is preferred.
- Working knowledge of the Adobe Creative Suite (preferred)
- Experience in leading Digital Citizenship curriculum and parent outreach sessions

**Department:** Admin Team

**Reports To:** Head of School with input from Principals and Director of Finance & Operations

**Key Responsibilities:**

- Lead and coordinate the overall instructional technology programs in collaboration with Senior Leaders, IB Coordinators and other key personnel
- Facilitate the development of faculty instructional strategies that enhance curriculum integration, leverage the existing MYP and DP BYOD program and improve differentiation through the use of technology, possibly with a small teaching load and/or co-teaching through an integrated model
- Develop a personalized learning program utilizing technology to enhance the student experience and broaden the course offerings so that student can pursue their own areas of interest and/or passion.
- Support the integration of technology, leveraging the key tools and platforms in the school which include G Suite for all staff and students, iPads in the PYP, BYOD in MYP/DP, ManageBac, SeniorSystems and Finalsite
- Ensure the effective integration of all major systems in the school
- Support the vision, development and implementation of digital portfolios across the school
- Lead the implementation of Digital Citizenship across all grades and provide ongoing support to families related to topics connected with Digital Citizenship
- Assess school technology needs and collaborate with the Senior Leadership Team to develop K-12 strategic plans/priorities
- Plan and facilitate ongoing technology-related professional learning for faculty and staff.
- Ensure that faculty receive timely and thorough technology integration support for their classes.
- Develop guidelines, frameworks, and policies for effective and essential technology integration strategies across the different divisions.
- Evaluate emerging technology tools and innovative pedagogical methods, and guide the Admin team on strategic and operational decisions involving instructional technology hardware, software and methodologies
- Collaborate with the Design Team using the IDEA Lab to promote innovative teaching and learning around Design Thinking and STEAM

- Oversee the maintenance, development and review of all technology-based systems and resources
- Prepare an annual budget proposal for replacement and purchase of new equipment to support effective learning and school management
- Develop and implement a software selection and review process
- Develop and implement an equipment replacement plan
- Organize and direct responsibilities for Technology Support Staff, both internal and external
- Maintain professional contact with contractors for hardware and software maintenance
- Plan and facilitate training for administrative computer users
- Manage the allocation and selection of Technology Support Staff
- Perform other such duties as assigned by the Head of School

#### **Terms of Employment:**

Salary is competitive and will be determined by the Head of School in conjunction with the Director of Finance and Operations and will be commensurate with the employee's experience and training. Working hours are generally 8:00 AM – 4:00 PM, Monday to Friday, with additional hours and/or days as may be required on occasion; as a Senior Leadership position, the hours and days worked correspond to the responsibilities and tasks that are required that often extend beyond the regular day. All other terms of employment not covered in this job description are outlined in the Employment Letter and/or the Employment Agreement.

#### **Application Procedure:**

Applications should be addressed to the Head of School, Dr. Sue Groesbeck, and emailed to Ms. Olivia Law at [olivia.law@stratfordhall.ca](mailto:olivia.law@stratfordhall.ca). Please note that due to volume, only shortlisted candidates will be contacted.

To be considered, complete applications should include the following:

- Cover letter stating why you believe you are the ideal candidate
- An up-to-date CV/resumé;
- Contact details of at least three references (preferably those that have directly supervised you and can be contacted) either as a separate file or on the CV; and
  - Please note that for child protection purposes, the current supervisor must serve as a reference prior to hiring, although not necessarily at the point of application.

#### **Anti-Discrimination and Respectful Workplace Statement**

Stratford Hall guarantees that all employment candidates will have their application considered in a manner that is respectful of individual values and beliefs, free from discrimination based on race, ethnicity, colour, nationality, religion, gender, gender expression, sexual orientation, age, familial status and/or disability as we hire on the merits of skill, qualifications, experience and fit for the program. We are committed to a safe, healthy and rewarding work environment and will not tolerate discriminatory harassment or personal harassment in any interactions connected to work with Stratford Hall School.