



Epiphany School is currently seeking a Director of Educational Technology that will be responsible for developing, implementing and supporting a strategic vision for educational technology. This position will partner very closely with Information Technology (IT) to bring that vision to life. As a part of the leadership team, this position will ensure that the strategic vision and execution is aligned with the school's approach and ensure that technology is a key part of the conversation as we drive innovation in education with our faculty, students and their families.

Key Responsibilities:

Vision:

- Develop and continuously refine a school-wide strategy using industry wide best practices for the use of educational technology.
- Lead projects including planning, implementation and communication of educational technology strategy and initiatives.
- Research and evaluate new and emerging educational technologies.
- Participate in the Epiphany School leadership team.
- Guide the school's on-going efforts to ensure that students acquire the full range of technological skills they will need for success at the next level.
- Network with local, regional, and national technology associations.

Faculty Training:

- Collaborate with division heads and other administrators to identify technologies to support specific instructional goals.
- Work with division heads, leadership, and faculty to foster and support a culture of innovation and experimentation.
- Lead on-going professional training to create a school-wide vision about the use and benefits of educational technology.
- Establish systems for teachers to access, preview, or pilot new hardware and software applications.
- Develop, coordinate, and teach workshops to train teachers in the use of new tools and instructional applications.
- Assist with the development of and participate in technology user groups.
- Facilitate the faculty's professional growth by identifying and recommending external professional development opportunities.

Resource Allocation:

- Work in close coordination with IT and other key stakeholders to ensure that the school's technology budget is deployed as effectively as possible, focusing the resources on the key strategic priorities and initiatives.
- Partner closely with IT as needed for IT-led technical assistance to individual teachers as they deploy new devices or applications.

- Partner closely with IT to provide recommendations or installation/maintenance requirements for all instructional technology related equipment for classrooms such as projectors, interactive white boards, the IP phone system, copiers, and audio/video systems.

Secondary Duties & Responsibilities:

- Perform recess, crossing guard, dismissal, and car line duties, as needed.
- Support school needs as they come up, ie. daily health screening.

Experience and Professional Competencies:

Education:

- Bachelor's degree required. Master's degree preferred in related field or equivalent work experience maybe substituted for degree;

Experience:

- Three to five years of classroom experience preferred;
- Proven expertise in the alignment of educational technology with curriculum;
- Ability to think strategically, project manage effectively, and implement successfully;
- Familiarity and/or ability to learn educational apps and technologies;
- Proven ability to lead trainings related to educational technology;
- Eagerness to learn new technologies as needed;
- Excellent verbal and written communication and ability to work well with faculty, administrators, students, and parents;
- Ability to communicate technology issues with people of varying levels of knowledge;
- Excellent trouble-shooting skills; ability to narrow down an issue's cause and determine a solution;
- Proven ability to prepare and monitor operating and capital budgets;
- Ability to manage and prioritize multiple tasks;
- Ability to create and maintain organizational systems with strong attention to detail;
- Ability to react calmly and appropriately in emergency or crisis situations;
- Self-disciplined to stay on task, even without external motivation;
- Industry certifications relevant to position, e.g., Apple, Microsoft, Google-Certified Educator, or equivalent;

Mental & Physical Demands:

Mental Effort:

- Ability to remain calm and rational in a crisis situation
- Patience with others, particularly with those with varying levels of comfort using technology
- Flexible/adaptable; able to readily 'switch gears' and handle changing circumstances

Physical Requirements:

- Must be able to stand, sit, stoop, kneel, crouch or crawl and lift/move up to 50 pounds
- Must be able to work in a relatively confined space.

If you are looking to work in a collaborative teaching environment, we want to meet you!

Our excellent medical benefits include vision, dental, flexible spending account, long term disability and life coverages. We offer competitive wages, commensurate with education and experience. In addition, you will enjoy paid holidays, vacation and sick leave, and 403b plan with a matching contribution.

How to apply: Please submit a cover letter and resume to employment@epiphanyschool.org. Please reference the job title (Director of Educational Technology) in the subject line. No phone calls please.