

Director of Educational Technology

Montclair Kimberley Academy is a rigorous, PK–12 independent day school with a strong national reputation and a globally recognized 1:1 Learning program, which has earned the school designation as an Apple Distinguished School and the Spotlight School at the 2012 Lausanne Learning Institute. MKA seeks a Director of Educational Technology to innovate and lead current and future programs that foster teaching, learning and assessing with technology. This senior administrative position begins July 1, 2015. The Director of Educational Technology works collaboratively with the Director of Technology, but both have discrete roles, responsibilities and teams for which they are responsible. The Director of Educational Technology also serves as the Middle School Technology Coordinator. PK-12 teaching experience and a Master's degree are preferred.

The Director of Educational Technology will lead by:

- Serving as a member of MKA's Administrative Council.
- Chairing the Tri-Campus Educational Technology Committee, which is responsible for long-term planning, and envisioning and coordinating faculty professional development and student training.
- Co-Chairing, with the Director of Technology, the 1:1 Implementation Committee, which monitors, supports and guides the ongoing implementation of the 1:1 Learning Program.
- Serving as a member of the MKA Curriculum Committee, which leads conversations about program and professional development.
- Serving as a member of the Educational Programs and Policies Committee, a Board of Trustees subcommittee.
- Serving as a member of the Technology Committee, which focuses on technology systems and operations.

The successful candidate will additionally be responsible for:

- Staying current on research regarding teaching, learning and assessment with technology.
- Working with the Director of Technology to coordinate school-wide technology goals and implementation.
- Working with Assistant Head of School for Curriculum and Professional Development to plan Educational Technology goals and Professional Development, including in-service and summer technology workshops.
- Mentoring campus Educational Technology coordinators and Primary School Faculty Educational Technology Leaders.
- Working with Upper School Technology and Learning Coordinator to lead Middle and Upper School Student Laptop Leaders by guiding vision, planning outcomes and organizing the program.
- Collecting and analyzing qualitative and quantitative data regarding use of technology to support teaching and learning at MKA.
- Serving as an account administrator or co-administrator for a variety of online educational resources (e.g., Moodle, Evernote, Google Apps for Education and some online textbooks).

As Middle School Technology Coordinator, the successful candidate will also:

- Foster a collaborative, generative learning environment in the Middle School Tech Center.
- Maintain and support Middle School technology services.
- Provide basic troubleshooting for Middle School faculty and students including drop-in visits to the Tech Center and responses to Help Desk tickets.
- Provide just-in-time curricular support for Middle School faculty and be available to provide classroom support.
- Plan and run weekly Club meetings with the Middle School Student Laptop Leadership Group.
- Oversee the 4th grade laptop deployment and student training to ensure safe/secure/effective use of laptops.
- Co-plan Middle School-specific professional development and communication in coordination with the Head and Assistant Head of Middle School.
- Communicate with Middle School parents to provide guidance related to students' technology use.
- Maintain a basic understanding of Apple operating systems.
- Serve as a member of the Middle School Academic Programs Committee (along with department chairs, grade-level leaders, etc.).

Desirable candidates will:

- Exhibit a student-centered approach that leads them to be both flexible and versatile in their attempts to spark understanding, persistence and inspiration in students and faculty.
- Take initiative as creative problem-solvers.
- Engage joyfully in their work with young people and adults.
- Collaborate generatively and respectfully by being open to partnering with students, colleagues and parents.
- Demonstrate expertise, humility and self-awareness about the ways in which their actions and attitudes help to build an inclusive community.

Interested candidates should email a résumé and any other materials to Carol Ippisch, Assistant to the Headmaster (cippisch@mka.org).

It is MKA's policy to provide equal employment opportunity to all qualified persons regardless of age, race, creed, color, national origin, ancestry, sex, gender identity, sexual orientation, socio-economic background, or disability not related to the requirements for being a successful employee at MKA.