Middle School Instructional Technologist

Montclair Kimberley Academy is an innovative PK–12 independent day school with a strong national reputation and a globally recognized 1:1 Learning program. MKA seeks a Middle School Instructional Technologist starting in the 2023-2024 school year to support and inspire teachers' and students' use and evolving integration of technology in their teaching and learning at its Middle School (grades 4-8). This is a 12-month position.

Instructional Design & Curricular Leadership (Professional Development, Teaching, Instruction & Training):

- Teach or co-teach lessons based on campus curricular needs
- Lead professional development, training, and onboarding for use of technology tools in the classroom
- Stay current on research regarding teaching, learning, and assessment with technology
- Collaborate and communicate with other campus coordinators, librarians, and the Director of Educational Technology to coordinate school-wide technology goals and implementation
- Collaborate with and coach teachers in use of technology for assessing student learning, differentiating instruction, and providing purposeful learning experiences
- Co-plan campus-specific professional development and communication in coordination with Head of Campus, Assistant Head of Campus, other campus administration, and faculty
- Work with other campus Instructional Technologists to guide vision and plan outcomes for the Student Ed Tech leadership group
- Serve as a member of curricular leadership committees including the Academic Programs Committee, Tri-Campus Educational Technology Committee, and the 1:1 Implementation Committee
- Champion a playful approach to instructional technology
- Communicate with parents to provide proactive guidance related to students' technology use

General Support & Account Management:

- Foster a collaborative, generative learning environment in the Tech Center
- Provide basic troubleshooting for faculty and students including drop-in visits to the Tech Center and responses to Help Desk tickets
- Serve as an account co-administrator for online educational resources.
- Communicate program updates with faculty through email and announcements at faculty meetings
- Vet new tech tools for classroom use to determine pedagogical value and adherence to privacy and security protocols
- Assist with annual deployment of technology resources to students, faculty, and staff
- Maintain a basic understanding of deployed hardware resources and operating systems

Campus-Specific Responsibilities:

- Oversee the deployment of new student laptop deployment and training to ensure safe/secure/effective use of laptops
- Attend all grade level and department meetings
- Oversee the Student Ed Tech Leadership Group
- In partnership with faculty and administration, develop and deliver lessons that support digital literacy across the curriculum in grades 4-8
- Teach 4th grade "Tech Bytes" course to introduce students to core technology competencies

As guided by its Strategic Plan, MKA is committed to promoting multicultural education, grounded in ideas of equity, anti-bias education, anti-racism, and social justice. We see multicultural education as a process of inquiry, reflection and engagement that honors students' narratives, provides a safe environment in which to explore and discuss multiple perspectives, and helps transform students and faculty, school culture and curriculum, community and society. We actively seek candidates who share our commitment to this process.

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 letter of interest explaining the educational philosophy and experience that would guide your approach to the role to Jill Maza, Director of Libraries, Research, and Educational Technology at jmaza@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.