

## **Middle School Educational Technology Coordinator**

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 Middle School Educational Technology Coordinator for the 2015-2016 school year to support and inspire teachers' and students' use and evolving integration of technology in their teaching and learning at its Middle School Campus (grades 4-8). This is a faculty level (10 month) position with additional stipends for projects and professional development that take place during the summer. Teaching a section of a class is a possibility within this role, given the successful candidate's areas of experience and interest.

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

- Foster a collaborative, generative learning environment in the MS 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 4<sup>th</sup> 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 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.).

### **The successful candidate will additionally be responsible for:**

- Staying current on research regarding teaching, learning and assessment with technology.
- Working with the Tri-Campus Director of Educational Technology to coordinate school-wide technology goals and implementation including Educational Technology Professional Development
- Collaborating and communicating with Educational Technology coordinators and Faculty Educational Technology Leaders at the other campuses.
- 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.
- Serving as an account co-administrator for a variety of online educational resources (e.g., Moodle, Evernote, Google Apps for Education and some online textbooks).
- Serving on the Tri-Campus Educational Technology Committee, which is responsible for long-term planning, envisioning and coordinating faculty professional development and student training.
- Serving on the 1:1 Implementation Committee, which monitors, supports and guides the ongoing implementation of the 1:1 Learning Program.

### **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 [rkleinman@mka.org](mailto:rkleinman@mka.org).**

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