

Director of Instructional Technology

Opportunity Statement

Mount Tamalpais School (MTS), a K-8 independent school serving up to 240 students in Mill Valley, California is looking for its next Director of Instructional Technology. Working as a year-round administrator, the new Director will have the opportunity to work with a dynamic leadership team to shape the technology systems and practices of this quickly evolving school.

Led by a new Head of School with a clear vision for future success, MTS is poised to do even greater things with instructional technology. This new Director of Instructional Technology will be critical to the success of the Foundations of Excellence Plan for SY 2017-18. That plan calls for strengthening the school's network and systems backbone, supporting increased STEM and Project Based Learning, developing a deeper and broader digital citizenship curriculum, and improving digital communication systems to facilitate better communication between student and teacher and school and home. These efforts are well resourced by a major gift campaign that raised over \$500,000 to support educational technology and professional development as well as network support and guidance from Knowing Technologies, a Bay Area ed tech consultancy. MTS is an outstanding opportunity for an educator who wants to have a transformative impact on a great school at an important time in its history.

This new Director must be an educator. She/he will coordinate the technology curriculum for grades K-8, ensuring our students learn and practice the skills needed to thrive in secondary school. The Director will inspire faculty in integrating digital tools into existing curriculum through faculty training and in-class partnerships with teachers. She/he will also have the opportunity to shape academic curriculum in our evolving STEM program as well as with faculty who are developing more project based learning experiences. The Director will work with our SEL curricula to make sure we are providing appropriate digital citizenship knowledge and skills for our students and parents.

The new Director must also be a systems thinker with vision. She/he will lead the process of evaluating, selecting, and implementing new website, SIS and LMS systems. In this work, the Director will need to have a long-term vision, with the ability to work with others including the Head of School, Leadership Team, and tech-savvy teachers. The ability to execute on that vision will also be critical, deciding which tools, software and hardware are most important to implement first. She/he will also need to manage the department's budget and write the necessary policies to ensure long-term success.

Finally, the new Director must be network savvy. She/he will lead our relationship with Knowing Technologies. Though day-to-day network management will be handled by Knowing Technologies, the Director must be able to work as a meaningful partner with them and, in the

long run, evaluate the effectiveness of that relationship. The Director will also be charged with overseeing the school's data management systems.

The Director of Instructional Technology is, indeed, a big job. It is also a phenomenal opportunity to have a long-lasting impact on a school ready for its next steps.

Position Requirements

Education and Experience:

- A BA or BS in a relevant field. Advanced degree(s) preferred
- Three years of teaching experience. Experience in independent schools preferred
- Experience teaching teachers and peers about technology implementation

Personal Qualities:

- Ability to work with a wide range of individuals
- Exceptional communication and organizational skills
- Initiative
- The ability to work both independently and collaboratively

Tech-Specific

- Familiarity with a variety of educational technology—both software and hardware
- Experience managing Apple OS servers, desktops, laptops and iOS devices
- G-Suite Administrator Certification ideal but not required

To Apply

- Send a cover letter and resume to jobs@mttam.org
- Alternative application formats, e.g. microsite, welcome