

Buckingham Browne & Nichols
Job Description

Title: BB&N Upper School Technology Integration Mentor (TIM)
Department: Technology
Reports To: Director of Technology

Job Summary:

This position is responsible for leading, mentoring, and supporting the upper school faculty in their use of technology for teaching and learning. This is accomplished by building collaborative relationships with teachers, understanding their curricular goals, and supporting their efforts at increasingly powerful uses of technology in varying contexts for student-centered learning. We seek an experienced educator focused on continuous improvement with contagious enthusiasm for supporting the use of technology in creative, collaborative, and inquiry-based learning. This position works out of the upper school library, working closely with our librarians. This position may also teach one section of an academic class. This is a full-time 10.5 month position. Salary is commensurate with experience.

Context:

BB&N, a coeducational day school in Cambridge, MA, was established in 1974 by the merger of two independent schools, the Buckingham School and the Browne & Nichols School, founded respectively in 1889 and 1883. Located on three separate campuses, we work as one School in pursuit of excellence. We celebrate the diversity of our community which enriches our daily experience. At BB&N, we foster intellectual curiosity, critical thinking, and a deep concern and respect for others. The technology department provides hardware and software support to academic and administrative computing for four campuses.

Responsibilities:

Technology Integration Mentoring

- Collaborate with teachers to integrate engaging and meaningful technology into the curriculum using a backwards-design philosophy.
- Serve as a catalyst, coach, researcher, and mentor in order to identify and bring innovative ideas for educational technology into reality.
- Demonstrate and develop among the faculty a positive and enthusiastic approach to using educational technology; model the effective use of technology and paperlessness.
- Facilitate a committee of upper school teachers in discussing continual improvement for technology's implementation across all academic departments.
- Work with the academic technology department to develop strategic technology integration plans, and to offer various training opportunities for faculty and staff.
- Seek out connections to area resources, organizations, and colleges to leverage the growth of our program, involve faculty, and provide real-world learning opportunities for students.
- Support teachers in developing and improving class websites within our Haiku LMS for instructional purposes, and the use of digital resources for differentiated instruction.

- Support the growth of our computer science curriculum, STEAM and maker-space initiatives.
- Demonstrate a consistent pattern of strategic formal outreach and informal support of teachers in improving their technology proficiencies and supporting their PD technology goals.
- Seek out high quality local and national technology-related PD workshop offerings and communicate these opportunities to the faculty.
- Develop curriculum-aligned benchmarks and assessments for student and faculty technology proficiency, and work with teachers to implement them.
- Communicate BB&N's vision for effective technology integration to the faculty and community through email, blogging, websites, conversations and presentations.
- Attend academic department meetings and build relationships with each department.
- Manage the upper school's academic technology budget.
- Train new teachers/staff members in using our digital systems and software.
- Provide coverage at the library circulation desk a few periods each week, and also participate in student instruction in the library.

Technology Support

- Assist teachers with technology related questions and problems; troubleshoot, resolve, or escalate these common technology problems.
- Assist with audio-visual support needs of campus events including occasional evening events when faculty are expected to participate.
- Manage laptop logistics for students using school laptops during exams, and the multimedia needs of language AP exams.
- Manage the upkeep and maintenance of various laptop and iPad carts, video cameras, and other peripheral equipment.
- Manage student and faculty computer accounts and perform password-resets as needed.
- Assist and support the FileMaker report-card database process by teachers.
- Assist parents with school-related technology questions or concerns as needed.

Desired Experience

- Classroom teaching experience at the high school level.
- Master's degree in education or instructional technology, or equivalent experience.
- Background in engineering and design thinking protocols, understanding by design, and research for better teaching.
- Familiarity with programming and knowledge of at least one programming language.
- Experience collaborating with teachers to integrate technology resources.
- Experience with Mac and iOS operating systems, Google Apps for Education, FileMaker, Haiku LMS, and various software, hardware and peripherals for classroom use.
- Ability to articulate a compelling vision for technology use in schools.
- Collaborative working style, responsible team member, flexible and willing to pitch in to do whatever needs to be done.
- Good at listening and working with teachers across a spectrum of technology comfort levels.
- Good sense of humor, warmth, and openness.

To apply, visit: <https://home.eease.adp.com/recruit/?id=15261541>

Buckingham Browne & Nichols School does not discriminate on the basis of race, color, religion, creed, age, gender, national origin or ancestry, veteran status, sexual orientation, or any non-job related physical or mental disability. We welcome candidates who will increase our diversity; we encourage candidates of color to apply.