



Tabor Academy

Marion, MA

www.taboracademy.org

Position Title: Academic Technology Specialist

Available: July 1, 2016

Status: Full-time Exempt

About Tabor Academy:

Tabor Academy is a selective independent coeducational boarding and day school of 500 students in grades 9-12. Located on 87 acres of waterfront property on Sippican Harbor, the village of Marion in the southeastern corner of Massachusetts is under an hour's drive from Boston and Providence. Established in 1876 to serve the children of Marion, Tabor today serves students from 20 states and 21 countries with broad socio-economic representation and a myriad of cultural and educational experiences.

Summary:

Tabor Academy is seeking an experienced educational technology professional to provide leadership, vision and direction on technology integration within the curriculum, with a focus of developing students and teachers as 21st century learners. This full time, faculty position offers a unique opportunity to build and shape our approach to technology both in and out of the classroom. Working closely with faculty, the Academic Council, and the Leadership Team, the Academic Technology Specialist reports to the Dean of Studies. Any combination of teaching, coaching, advising, and residential opportunities and expectations are dependent upon school needs and a candidate's interests and expertise. Campus housing is a possibility.

Key Responsibilities

- Provide strategic leadership, vision, and direction around technology adoption and integration within the curriculum.
- Lead the creation and implementation of a school-wide strategic technology plan.
- Develop, coordinate, and teach workshops on instructional and administrative applications of technology; assist faculty in group and 1 on 1 settings as needed.
- Serve as an internal resource for 21st century pedagogy, digital citizenship and technology integration.
- Provide expertise and usage support on the school's learning management and student information systems.
- Act as an inspirational leader of educational technology best practices to the faculty, students, and staff by serving as a role model for creativity, innovation, and experimentation.
- Establish and implement short-term and long-term goals in collaboration with other administrators and faculty with respect to innovation and technology programs.
- Oversee the research and evaluation of emerging technologies and techniques.
- Act as the faculty liaison to the internal network management/technology team.

Key Characteristics

- Knowledge of current pedagogical strategies and technology trends, and high level of proficiency with educational technology.
- Familiarity with Apple products, Google Apps for Education, and a willingness to become expert in other products as necessary.

- Possess excellent interpersonal, communication (writing, presenting, listening), and organizational skills, and the ability to interact and work effectively with students, parents, faculty and other employees with tact and professionalism, in person, on the phone and over email.
- Convey patience, empathy, enthusiasm in their work with adolescents and faculty.
- Enjoy collaborating with colleagues within and across all areas and aspects of school life
- Invest in the community and participate in the lives of our students outside the realm of academic technology.
- Possess a ready and willing sense of humor.

Requirements:

Qualified candidates will have a minimum of a Bachelor's degree in Educational Technology or a related field, with a Master's degree preferred, as well as classroom teaching experience at the secondary school level. Demonstrated success leading fellow educators in professional growth experiences related to technology use preferred.

To Apply:

Electronic materials only, please. If interested, please send cover letter, resume, and educational philosophy to careers@taboracademy.org with "ATS" in the Subject line.

Tabor Academy does not unlawfully discriminate on the basis of age, gender, religion, race, color, sexual orientation, gender identity, genetic information, disability, or national or ancestral origin in the administration of its educational policies, scholarship and loan programs, athletic and other Academy-administered programs, or in the administration of its hiring and employment practices.