



**Position:** Director of Technology

Type: 12-month, Salaried

Reports to: COO

**Responsibilities:**

Instructional Technology

1. Develop a mission-aligned educational technology strategy that inspires and serves faculty and students
2. Design, deliver and manage major professional development and growth experiences for faculty in areas of technology integration and instructional design
3. Evaluate emerging technology and assessment tools and guide senior academic leaders on strategic and operational decisions involving instructional technology hardware, software, and programs
4. Promote the use of technology in interdisciplinary projects in classes, in the Innovation Lab and in makerspaces
5. Assess the effectiveness of, and lead efforts to improve, the School's implementation of technology tools for instructional purposes
6. Inspire the technology team and the faculty community to model and support best practices in innovation, technology integration, and instructional design
7. Establish strong partnerships with teachers to develop and implement dynamic classroom projects involving technology integration
8. Establish partnerships with outside organizations to support the strategic goals of an educational technology program at Lab
9. Teach technology classes as assigned by the administration

Information Technology

1. Oversee third-party vendor partners
2. Assume all network management capabilities

3. Coordinate policy & infrastructure initiatives
4. Ensure that IT infrastructure, hardware, and systems are successfully deployed and meeting end-user needs
5. Ensure that recommended changes from IT audits are successfully implemented
6. Ensure that all members of the community receive sufficient training and support
7. Support and guide school leadership on strategic and operational decisions involving technology infrastructure and enterprise data systems
8. Ensure that information technology and systems transitional projects are successfully managed
9. Establish and evaluate technology policies, procedures, and processes in areas such as: end-user support, data management, network access, data privacy, SOPPA, COPPA, FERPA, and content filtering

#### Leadership and Administration

1. Serve on or lead committees related to technology and academics
2. Work closely with the Laurel head of school, the Newgrange principal, the CEO and COO
3. Maintain an active presence in the local and national technology communities
4. Develop and maintain departmental budgets, policies, and procedures
5. Perform other duties as assigned

#### Experience:

- A commitment to the Laurel Education Group's mission and values
- Experience leading workshops, training, and projects related to technology integration, instructional design, end-user training, and technology support
- Experience as a fiscal manager with both operating and capital budgets
- Classroom teaching experience, preferably in a school setting with Grades 6–12
- Excellent organizational skills
- A desire to develop deep connections and partnerships with faculty and staff
- An eye on the horizon of emerging educational technology systems and paradigms, with an understanding of how to thoughtfully explore and evaluate such opportunities
- Strong communication skills—written, verbal, presentational, and instructional— that support a community of diverse technology learners and adopters

- A collaborative, cooperative, and growth mindset
- Integrity, empathy, and a commitment to diversity, equity, and inclusion
- A consensus-building leadership style
- A core of humility with a sense of humor and a hunger to achieve in the interest of students
- Visionary leadership that is in tune with the needs of a dynamic faculty

*Updated June 18, 2021*