

Director of Technology

Reports to Head of School

Position purpose: Works collaboratively across the K-12 school with faculty, administration, parents, and students to facilitate the advancement and incorporation of technology in support of curriculum and administrative goals.

- Leads instruction within the classroom to teach core technology competencies and model the integration of technology in all curricular areas.
- Collaborates with teachers and other instructional staff to develop curriculum materials and specific lesson plans that integrate technology.
- Co-teaches in classrooms to model the integration of technology in all curricular areas.
- Proactively researches technology (hardware and software) that would benefit the educational process, make recommendations, build and implement training program, and assist in implementation.
- Develops resources for faculty, aligning technology resources with grade-level and subject matter curriculum and technology standards.
- Provides training via hands-on workshops, videos, and documentation
- Works with the department heads to ensure the use of technology is curriculum driven, age-appropriate and consistent with best practices.
- Acts as a liaison between the Technology Department and the faculty
- Provides basic hardware and software support
- Supports the needs of the Technology Department as requested
- Research, organize, and set up technology systems, wired and mobile networks, computer labs, and computer systems
- Check, maintain, and secure new hardware and materials
- Assist in the keeping of the budget for technological improvements and additions

Qualifications:

- Be a born again, consecrated Christian, dedicated to the purpose and goals of the Christian school
- Understands strategic curriculum planning alignment of technology to learning goals
- Minimum of a Bachelor's Degree
- Strong aptitude and experience with technology
- Proficient communicator, effective listener, and works well in teams
- Strong comfort with both Apple and PC hardware/software
- Experience with Microsoft Office, Powerschool, Teams Classrooms, and other educational hardware/software a plus

Physical Requirements and Work Environment

- Frequently lift up to 30 lb. of computer equipment.
- Crawl under or around furniture to install and trouble-shoot computer equipment.
- Works in standard school conditions and climate.