Director of Educational Technology

The Archer School for Girls is an educational community that supports and challenges young women to discover their passions and realize their true potential. Serving 495 girls in grades 6-12, Archer's joyful and ambitious program is founded on the latest research around how girls learn best. Integral to its mission, Archer has remained passionately committed to cultivating a diverse and inclusive community where all students can thrive personally and academically.

We are currently seeking an experienced Director of Educational Technology to start immediately. The Director of Educational Technology is responsible for the implementation, support, and effective use of educational technologies in all aspects of the educational process at Archer. These responsibilities include researching, piloting, promoting, and providing training in existing and emerging technologies that benefit student learning and program outcomes.

Archer is a one-to-one Apple laptop environment, and we are fortunate to have a Faculty that is eager to make use of our cutting-edge technological resources. The Director of Educational Technology collaborates as part of a team with the Director of Information Technology, IT staff, and Faculty to research, recommend, and implement existing and emerging technologies that best serve the students and program. Candidates must be skilled in meaningfully integrating digital tools for high-level learning, knowledgeable of blended learning models, and eager to continue their professional development to support our innovative pedagogy.

The ideal candidate has a strong educational background, demonstrated technical acumen, advanced teaching skills, and a passion for working with young people. Candidates should be proactive and self-motivated to advance the use of technology for education. Also, the ability to manage pressing schedules and meet deadlines is essential. This position is a "teacher's teacher" who also has extensive technical knowledge in Apple Mac OSX, Apple iLife Suite, iOS Devices, Apple Education Apps for iOS, Apple TV, PowerSchool, Google Suite and Apps, Interactive Whiteboards, and Web 2.0 tools. A minimum of 5 years hands-on experience with technology in an educational setting is required; knowledge of Blackbaud ON Products is preferred. Strong communication skills, high cognitive empathy, resiliency, and humor are a plus. Overall, we are looking for a candidate who can inspire, implement, and guide our use of digital tools to meet the needs of 21st century learners.

Responsibilities include but are not limited to:

Faculty & Student Support
- Support faculty across the curriculum in designing and applying innovative solutions to enhance student learning
- Develop, coordinate, and lead professional development and training opportunities for faculty (including large group, small group and individual trainings)
- Foster and facilitate student interest in technology (including advising STEM-related student clubs and leading community outreach)
- Teach 1 technology related course (Digital Literacy)
- Investigate and address faculty technology needs, while encouraging purposeful, innovative, and effective use of instructional technology throughout the school community

- Actively participate in professional communities, technology conferences and educational opportunities to update awareness of current software, hardware, and educational trends.

Program & Systems
- Work in collaboration with department chairs, to support all technology-related curricular programs including the Institute for Film & Video Literacy, Digital Journalism, Computer Science program, and Engineering and Design
- Work closely with Division Directors and Department Chairs to ensure that technology initiatives are regularly evaluated and are consistent with departmental goals and the School's mission.
- Develop and implement student skills benchmarks concurrent with ISTE NETS for Students, including formative assessment to measure the benchmark's effectiveness
- Administer academic technology tools (LMS system, web-based services)
- Consult with IT and Administration on purchasing issues regarding technology
- Provide ongoing evaluation and enforcement of information technology policies, procedures and documentation, including appropriate use policies
- Collaborate with the Information Technology staff to implement the academic, technical, tactical and financial aspects of the school's 1:1 laptop program
- Locate, recommend, and preview new and emerging technologies, software and hardware solutions that support both academic programs and administrative functions
- Work closely with the registrar on planning, deploying, creating, training, and monitoring systems that relate to attendance, grading, standardized testing, parent teacher conferences, registration, and other academic program planning items.
- Work closely with other departments to monitor and design useful procedures in our Core database, Student Information System, and all related products.

Leadership and Innovation
- Collaborate with the IT staff and all of the school's constituencies to set the information technology strategic short- and long-term goals to incorporate the use of present and emerging technologies
- Lead the Tech Task Force as well as other technology-related committees that are comprised of administration, faculty and staff
- Facilitate the implementation of long-term strategic initiatives, such as blended learning, digital scholarship & citizenship, to create personalized learning experiences that focus on the development of 21st century skills in every content area and that are continuous, inside and outside of the school's walls
- Support the effective use of technology resources that collect and analyze data, interpret results, and communicate findings to improve instructional practice and maximize student learning.

To apply please visit: www.archer.org/careers. This position is full-time and starts immediately.

No phone calls, please. More information on Archer can be found at www.archer.org. The Archer School for Girls is an Equal Opportunity Employer.