

DIRECTOR OF EDUCATIONAL TECHNOLOGY JOB DESCRIPTION
LOUISVILLE COLLEGIATE SCHOOL

REPORTS TO:

Head of Upper School

PRIMARY RESPONSIBILITIES:

Working closely and collaboratively with the Director of Technology and Library Media Specialist, the Director of Educational Technology is responsible for developing and implementing a technology vision for the school, training faculty on teaching technologies, and supporting the maintenance of the school technology infrastructure.

WORK HOURS AND EXPECTATIONS:

Full-time appointment. Vacation time is consistent with school policy for full-time faculty appointments, as stated in the Faculty Handbook.

REQUIRED KNOWLEDGE, SKILLS, AND EXPERIENCE:

- Proven success and experience with students and faculty in classroom learning environments.
- Expertise in instructional technology, hardware, software, and related technologies.
- An advanced degree in a content area or field related to technology or instruction.
- Excellent communication skills, both written and oral.
- Proven organization skills.
- Ability to work well collaboratively with faculty, staff, and students.

ADDITIONAL RESPONSIBILITIES:

- Develop technology vision and coordinate implementation across all three divisions in conjunction with Division Heads, the Director of Technology, Library Media Specialist, and Divisional Technology Coordinators.
- Assess, develop, promote and train faculty on teaching technologies for the middle and upper schools.
- Support the Director of Technology with maintenance of school's technology infrastructure.
- Coordinate on-line learning and instruction opportunities for students and faculty.
- Coordinate and schedule the Upper School Computer Lab, mobile laptop carts, and other shared upper school technologies.
- Provide technological support for school yearbook, newspaper advisers and staff, and other upper school clubs and activities.
- Teach 1-2 academic classes, depending upon the academic discipline and school needs.
- Contribute to extracurricular life of the school as agreed upon by Head of Upper School.
- Chair the Technology Committee.
- Chair Technology Team meetings (Director of Technology, Director of Technology Integration, Library Media Specialist, and Divisional Technology Coordinators.)
- Coordinate other special projects as assigned by Head of Upper School.