



THE NEW COMMUNITY SCHOOL

Director of Educational Technology and Information Services

The New Community School empowers bright, talented students in grades 5-12, who are challenged by dyslexia and related language-based learning differences. The innovative and research-based college preparatory curriculum utilizes a customized educational approach to build skills in language and math and to foster academic and personal strengths and igniting the passions and gifts of unique minds.

The New Community School is currently hiring a **Director of Educational Technology and Information Services**.

Job Description

The Director of Educational Technology and Information Services provides academic technology leadership, mentoring, and assistance in the implementation and integration of technology, communication and research tools to support TNCS teachers in their delivery of the curriculum. This person will act as a guide and coach for all faculty, encouraging, inspiring, supporting, and collaborating with them in the exploration of innovative and purposeful uses of technology in the planning and executing the integration of technology in the curriculum. He/She will collaborate with the school leadership to support the integration of present and emerging technology into the academic program to improve the teaching/learning process in all academic areas. Facilitating faculty technology training is another important aspect of this position. Responsibilities require working closely with all academic departments, students, technology support services, and the administrative team. This individual is responsible for providing academic technology leadership, professional development, mentoring, and targeted technical support to the TNCS teaching community, as well as teaching some technology classes and providing support for our information and technology resources

This is a full time 12 month academic position, reporting directly to the Head of School.

General Duties

- Collaborates with teachers to support technology instruction, assistive technology, and technology integration.
- Identifies tools and technologies that support the academic mission of the school and works with faculty to implement them.
- Recommends best practices that provide useful and important innovation.
- Leads faculty professional development workshops and training sessions in the area of technology integration.
- Researches trends and stays current in educational technology through seminars, webinars, conferences, literature, and independent research.

- Helps to implement the school technology plan.
- Reviews, evaluates, and informs the faculty of recently developed software and tools relevant to their teaching duties.
- Evaluates and assesses our current paper and digital resources.
- Makes information resources available to all students and teachers through a systematically developed collection within the school and through access to resources outside the school.
- Takes a leadership role in the re-imagining and redesigning of the current library space, both physical and operational, providing strong vision and direction for a dynamic 21st century learning space.
- Selects and maintains a balanced, comprehensive collection of library materials in response to academic needs of faculty and students.
- Selects, maintains and promotes databases and other digital subscriptions to support research and enhance the curriculum.
- Provides some "help desk" level tech support for faculty and staff.

Skills

- Ability to design, create, and deliver innovative instruction and programs on the use of technology to enrich teaching and enhance learning.
- Excellent interpersonal and communication skills. Ability to effectively communicate with individuals and large and small groups.
- Ability to work collaboratively with a wide variety of faculty, staff, and students.
- Ability to work with individuals from a range of technological expertise, from highly technical to limited proficiency with technology.
- Proficiency in software applications for word processing, presentations, spreadsheets, web publishing, movie making, navigational tools and assistive technology.
- Knowledge of and proficiency in Web 2.0 tools including blogs, wikis, social networking, and similar applications.
- Strong organizational skills.
- Demonstrated ability to manage a complex workload, prioritize tasks and maturity of judgment under pressure, ability to resolve problems in a timely and effective manner.

Education and Experience

- Bachelor's degree or Master's degree in educational technology or similar field preferred.

- Teaching experience and demonstrated ability to integrate technology into the instructional program.
- Experience working with teachers; leading professional development opportunities around technology preferred.
- Experience with assistive technology and experience working with students with learning differences a plus.
- Ability to track library information services data and report on activity, trends, and analysis.

Salary Information

Salary is commensurate with experience

To Apply: Send resume and letter of interest to Personnel, The New Community School, 4211 Hermitage Rd., Richmond, VA 23227 –or- email employment@tncs.org