

## **Job Description**

**Job Title:** Instructional Technology Manager

**FLSA Status:** Salaried, Exempt

**Department:** Administration

**Reports to:** Head of School

**Supervises (number of employees):** N/A

**Education Requirement:** Master's Degree in Instructional Technology, IT/Computer Science, or related field preferred

**Years of Experience:** 5-7 years

**Summary:** Orangewood seeks a manager of instructional technology to create, lead, and support a shared vision for technology integration and its alignment to our school's mission. A member of the leadership team, the manager will oversee our instructional technology program and its offerings. Through this, this leader will help ensure strong academic results, and the ongoing social and emotional development for all students.

The manager is involved in the overall leadership of Orangewood and plays a leading role in initiating the instructional strategies of our established early K-12 programs.

This is a full-time position, and will be considered for immediate hire.

### **Essential Function:**

Leadership (Instructional technology, and technology planning and initiatives)

- Lead the development and implementation of the school's plan for instructional and administrative use of technology.
- Shared vision: develop and implement a plan furthering a shared vision for technology evolution and integration that is aligned to the school's mission; communicate this vision and implement the plan effectively so to garner support from all stakeholders.
- Empower leaders: support "local experts" (administrators, teachers, and other staff) in their ability to effect change by modeling innovative integration of technology for productivity, teaching, learning, and school operations.
- Equitable access: ensure that staff and students have access to the appropriate technology tools for productivity, teaching, and learning, and operations; identify ways to provide or support access where needed.
- Investigate evolving trends and emerging instructional technologies; consult with Directors to identify and define instructional technology needs each school year, as well as, be the school's lead line of support.
- Develop and implement the technology vision in collaboration with the Executive Team, Admin Team, and Operations Team; Staff, especially instructional staff; Families; and national and international technology communities. Develop a cadre of school-level technology leaders who will help implement the plans.

- Provide support, guidance, and training on all instructional technology systems, including Google Education tools, Canvas, and integrated third-party applications (Workshops, telephone support, classroom visitations, walk in support, etc.).

#### Technology Integration (Instruction, Assessment)

- Curriculum framework: address and support the ways that content standards and digital curricula align with digital-age learning and work; provide additional frameworks where needed.
- Student-centered and inclusive learning: promote the use of technology in planning, teaching, and assessment that centers on the needs and abilities of all students.
- Ongoing professional development: provide staff with ongoing access to technology-related professional development, as well as, opportunities to practice skills and share successful practices.
- Assessment and evaluation: continually assess the ways that instructional staff are using digital resources to support and enhance teaching, learning, and leadership.
- Support policies: enact policies that provide accountability measures and incentive structures to support the use of instructional technology for learning.

#### **Supplemental Function:**

Attend leadership meeting and other team meetings, as required. Perform other duties, as assigned.

#### **Required Personal Qualities:**

The employee shall:

1. Have confessed Jesus Christ as his/her personal Lord and Savior.
2. Believe the Bible is the revelation of God's truth and is infallible and authoritative in all matters of faith and practice.
3. Faithfully attend and actively support a local church that adheres to the principles listed in the OCS Statement of Faith.
4. Be in agreement with the school's Statement of Faith.
5. Be a Christian role model in attitude, speech and actions both in and out of school to students, parents and fellow employees. Agree with and adhere to the OCS Lifestyle Statement.
6. Show by example the importance of Scripture study and memorization, prayer, witnessing and unity in the body of Christ.
7. Have the spiritual maturity, academic ability and personal leadership qualities to equip students to transform the world for Christ and His kingdom.

#### **Additional Personal Qualities:**

The employee shall:

1. Recognize the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
2. Demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
3. Meet everyday stress with emotional stability, objectivity and optimism.

4. Maintain a personal appearance that is a Christian role model of cleanliness, modesty, good taste and agreement with school policy.
5. Have a strong command of the English language in both verbal and written communication.
6. Respectfully submit and be loyal to constituted authority.
7. Notify the Head of School of any policy that he/she is unable to support.
8. Refuse to use or circulate confidential information.
9. Place his/her OCS position ahead of other jobs or volunteer activities.
10. Make an effort to appreciate and understand the uniqueness of the OCS community.

**Work Environment:**

**Offices**

**Classrooms**

**Outdoors**

**Community**

All facilities including roof and crawl spaces  Other: \_\_\_\_\_

**Physical Demands:**

Walking/Standing

**Lifting/Moving (number of pounds 25)**

Stretching

Exposure to cold/Heat

**Talking/hearing**

**Vision (close and distance)**

**Bending/climbing**

Other

\* The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.