



Director of the Idea & Design Lab

2025-2026

About the Position

Do you love technology? Finding joy in tinkering? Hearing, "I did it!" from students? Working collaboratively with other educators? Helping students use technology to design solutions to real-world problems? If so, this is the job for you!

The Peck School, a coed, K-8, independent school in Morristown, NJ, seeks a Director of the Idea & Design Lab for the upcoming school year. This position is an excellent opportunity for an innovative and highly motivated educator-leader to join a wonderful community that prizes lifelong learning.

As a core member of a highly collaborative team, the Director of the Idea & Design Lab drives forward transformational learning. In 5th through 8th grade classes and electives, the Director will teach and foster creativity and innovation, knowledge and understanding of the design process, and provide hands-on learning experiences for students using technology. Additionally, the Director will work closely with all Upper School (grades 5-8) teachers and the technology team to ensure technology is seamlessly integrated into the curriculum, supporting learning goals and objectives. The candidate will also serve as an integral member of the tech team to inform and execute strategic planning and provide a clearly delineated and executed scope and sequence that underpins our technology curriculum and training.

Overview of Responsibilities

- **Technological Vision:** Work with a highly collaborative technology team to ensure a cohesive vision and thoughtful articulation of the curriculum. Possess an understanding and desire to remain abreast of AI tools for teacher productivity and student learning. Willingness to take risks and continual learning.
- **Lead in the Ethical Use of Technology:** Promote Peck's mission statement and core values through responsible and ethical use of technology. Teach digital citizenship skills, including online safety, AI literacy, cyberbullying awareness, and responsible use.

- **Classroom Instruction:** Teach technology and design classes in grades 5-8, instructing students on various skills and techniques related to design, engineering, coding, electronics, and other design process and maker activities. Lead the Digital Citizenship Themes strand. Foster a culture of curiosity, experimentation, and creativity among all students.
- **Student Engagement:** Encourage students to identify and pursue their own PBL projects, supporting their independent learning journeys. Mentor 8th-grade students as needed for their technology-related Capstone projects.
- **Faculty Support & Curricular Development:** As the Director, serve as the Upper School Tech Integration Specialist, meeting regularly with grade-level teams (5-8) to discuss current and upcoming units of study. Support and enrich student understanding by making curricular connections and sharing best practices for technology integration with faculty. Ensure foundational technology skill development, LMS management, and program innovation. Leverage the technology skills of faculty to amplify student learning.
- **Professional Development:** Run professional development and ongoing support for teachers and staff on the thoughtful, creative, and forward-looking use of technology.
- **Manage the Osborn Idea & Design Lab:** Foster an innovative and welcoming learning space that emphasizes Design Thinking.
See [Tech, Innovation, Design - The Peck School](#)
 - **Resource Management**
 - Manage and maintain the ID Lab, ensuring it is well-organized and equipped with the necessary tools, materials, and technology.
 - Oversee inventory and procurement of supplies and equipment, including 3D printer, laser cutter, sewing, and embroidery machines.
 - **Safety and Maintenance**
 - Enforce safety guidelines and protocols to ensure the well-being of students and the integrity of equipment.
 - Conduct and/or coordinate equipment maintenance and repairs as needed.

Qualifications/Experience

- Previous experience inspiring middle school students and developing impactful curriculum.
- Strong understanding of computational thinking routines and block- and text-based coding, as well as engineering, design principles, and Making.
- Proficient in Google Workspace and web-based software and programs.
- Proclivity towards making/fabrication.
- Hold a Bachelor's Degree.

- Demonstrate and engage in professional development in this field.
- Understanding of 3D printers, laser cutters, sewing and embroidery machines, soldering, basic electronics, Micro:Bits/Arduino/Raspberry Pi, AR/VR, machine learning/AI.

Competencies

- **Forward-looking Technologist** - Ability to assess new technologies for their likelihood to transform and amplify learning.
- **Lifelong Learner** - Self-directed, passionate individual who pursues relationships across industries, demonstrating an openness to continue talking and learning about current topics and educational technologies.
- **Communication Skills** - Breaks down complicated tech initiatives, philosophies, and skills, creating faculty and student buy-in and proficiency. Maintains open communication channels with peers, administrators, faculty, students, and parents. Has a people-first mindset, able to work with a wide range of individuals in a supportive and productive manner. Collaboration is at the core of this position.
- **Flexible Problem Solver** - Able to troubleshoot, adapt, and respond to evolving needs.
- **Detail-Oriented** - Achieves thoroughness and accuracy when accomplishing a task through concern for all the areas involved.
- **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines and maintaining quality work.
- **Cultural Competency** - Demonstrates the ability and desire to understand, appreciate, and interact with people from other cultures or belief systems.
- **Communication:** Strong written and verbal skills are essential.

The Peck School seeks to create a culture of belonging and connectedness. We welcome the unique contributions brought by individuals with diverse backgrounds. Qualified applicants are offered top-tier pay, exceptionally strong benefits, and a robust professional development program.

Please submit a cover letter, resume, and contact information for three professional references by email to DirectorIDLab@peckschool.org. Kindly reference the job title in the subject line of your email. No phone calls, please. To learn more about The Peck School and working at Peck, please visit us on the web at [Working at Peck](#).