Director of Digital Learning- Job Description

Position: Full-time

Reports to: Director of Curriculum

Overview: The Director of Digital Learning will oversee instructional technology for the school, grades K-12. This will include carrying out the mission and core values of the school in implementing best practice pedagogical use of instructional technology as well as in helping to build and nourish a culture of disciplined and redemptive use of personal devices with parents, students, and teachers. The Director of Digital Learning will serve teachers with professional development and co-planning, supervise the Upper Campus Media Center, and administer the one to one program in the high school.

Summary

- Full-time position
- Reports to Director of Curriculum
- Servant-leader educator with classroom experience
- Life-long learner and instructional coach
- Lead and supervise media center staff
- Build a biblically informed technology culture
- Assist and train teachers in best practices for digital learning
- Teach students, teachers, and parents
- Manage the one to one program in the high school

Duties and Responsibilities

Department Administration
- Create and maintain Media Center budget
- Lead and supervise and supply vision for Media Center staff
- Attend IT meetings and confer regularly with the IT staff to ensure adequate infrastructure and support
- Attend faculty meetings and communicate with staff
- Work collaboratively with Elementary Media Specialist and campus computer teachers

Professional Development
- Plan and conduct professional development
- Resource and help teachers to gain needed competencies
- Co-plan technology integration lessons with teachers, including creating project-specific help guides for students
- Regularly read and attend conferences, webinars, etc.

Curriculum
- Work with the Director of Curriculum to document use of digital learning in course outlines
- Work with the Purposeful Design Coordinator to investigate real-world partnerships and to seek funding

- Contribute personally or via a curriculum to build the biblically informed Grace technology culture with teachers, parents, and students through blogs, meetings, distribution of resources, etc.
- Help to evaluate classes with an online component
- Establish policies for managing hybrid or flipped learning - supervision, grading, credit recovery, classes not offered
- Assist teachers in executing flipped learning
- Possibly teach a course (AP Computer science)
- Connect students and teachers with global learning opportunities

Culture Building
- Function as a humble servant leader with faculty, helping and resourcing them
- Clearly communicate to all constituents an apologetic for digital learning at each grade level
- Develop, maintain, and communicate vision, purpose, core values, and a biblically informed philosophy of digital learning to students, teachers, and parents
- Regularly reinforce digital citizenship with students
- Explore and instruct all constituents on the place of technology in spiritual formation

Management
- Assist IT to plan, conduct, and supervise hardware and software purchases, distribution, loading, and instruction on use of iPads in the high school
- Troubleshoot and support teacher and student iPad use day to day
- Stay abreast of developments in hardware, software, and apps, and make recommendations