

# Mirman School

## Director of Innovation and Technology

**Location**

Los Angeles, CA

**Committee Interviews**

Early-to-Mid April

**Start Date**

On or before July 1, 2025

**Post Date**

February 28, 2025

**On-Site Final Round**

Mid-to-Late April

**Reports To**

Head of School

**Priority Deadline**

March 27, 2025

**Expected Decision Date**

Late April / Early May

**Salary Range**

\$150,000 – \$185,000





## Mission

We cultivate the boundless potential of highly gifted children, nurture their passions and talents, and develop a diverse community of creative and constructive lifelong learners.

# Summary

Located 20 miles north of LAX in the Santa Monica Mountains, Mirman School is a K-8 independent school dedicated to serving highly gifted learners. With a mission to cultivate the boundless potential of its students, Mirman provides a challenging and enriching academic environment that fosters intellectual curiosity, creativity, and critical thinking. The school emphasizes a holistic approach to education, balancing rigorous academics with social-emotional learning, character development, and opportunities for hands-on, project-based exploration. Mirman's curriculum is designed to meet the unique needs of highly gifted students, encouraging them to take intellectual risks, pursue their passions, and develop the skills necessary to become lifelong learners and leaders.

Technology and innovation are integral to the Mirman experience, with a significant emphasis on STEM, design thinking, and interdisciplinary learning. The school's recently constructed Innovation Space serves as a hub for robotics, coding, engineering, and creative problem-solving. Mirman also prioritizes community, inclusion, and belonging, striving to create a community where students, faculty, and families feel valued and supported. With a collaborative and forward-thinking faculty, Mirman continually evolves to provide an exceptional educational experience that prepares students for the challenges and opportunities of an ever-changing world.

Mirman School seeks a dynamic and strategic leader to serve as the director of innovation and technology, a new role that will oversee all aspects of educational technology, data/systems, IT infrastructure, and innovation to ensure the school remains at the forefront of digital learning for highly gifted students. Reporting to the head of school, the director will lead technology integration, professional development, and strategic initiatives while playing a key role in faculty support and the continued evolution of the school's newly constructed Innovation Space. This role requires a visionary leader who is also a hands-on technology professional that thrives in a fast-paced environment. The director should be eager to engage with students and faculty and committed to advancing Mirman's mission through the innovative and strategic use of technology. The director will oversee two IT support roles, one of which is open—thus giving the director a chance to make an early departmental hire. The school also works with an excellent local managed services provider on a time-and-materials basis to provide occasional higher-level engineering, project, and IT support. Mirman is eager for the new director to start early summer but no later than July 1, so that partnerships and connections with faculty and staff can be in place well before the start of the next school year.



# Core Values

Mirman is responsible for both the academic and social-emotional growth of students. We foster strong character traits in our students as they develop both the individual and community skills necessary to be contributing members of society. Mirman's Core Values are:



## Responsibility

We are obligated to care for ourselves, our community, and our environment.

## Integrity

What we believe is right directly shapes our actions.

## Discovery

We enthusiastically pursue knowledge about ourselves and the world around us.

## Empathy

We strive to understand and value the experiences and feelings of others.

## Resilience

We recognize challenges as necessary steps in learning and personal growth.

These Core Values are discussed and taught in our classrooms, on our playgrounds, on field trips, and at sporting events.

## OUR STATEMENT OF INCLUSIVITY

We are committed to building a connected community that embraces multiple perspectives and cultural competency to strengthen gifted education and growth in the whole child. At Mirman, we strive to integrate inclusivity in our curriculum, school culture, and institutional identity. We honor and support a community built on diversity of thought, experiences, and identities to best engage our students in the academic, sociocultural, and complex world in which we learn and live.

## OUR PHILOSOPHY

Mirman School embraces, supports and values the many facets and faces of giftedness as we nurture our students' abilities to reach their highest potential. As an educational institution, we are committed to personalizing our curriculum through depth and complexity, while celebrating the intellectual, creative, and kinesthetic dimensions of childhood and adolescence. We foster a culture of inclusivity and connectivity in which our students' academic, co-curricular, and socio-emotional experiences and needs are supported. Mirman faculty and staff model empathy and respect in our communal effort to enhance whole-child learning. Our goal is to inspire lifelong curiosity and learning, the continuous pursuit of excellence, and ethical leadership amongst our students and graduates.





# Mirman School Experience



Mirman School is committed to raising the whole child to their full potential. Our curriculum nurtures each child's unique course of intellectual, creative, kinesthetic and social-emotional development, all in an environment dedicated to encouraging inclusivity through diversity of thought, experience and culture. A 1:1 Apple technology school, hands-on exploration, and design thinking are fully integrated across our curriculum.

## Athletics

Mirman School's Athletics Department offers a broad program of athletics including flag football, volleyball, soccer, basketball, and track & field. As a participating member of the San Fernando Valley Private School League in both the Elementary and Junior High Divisions, Mirman students are given the opportunity to develop skills in a variety of sports starting in Fourth Grade.

## The Arts

Our musical, theatre, and visual arts programs are cornerstones of our curricular and campus life experience. Mirman School encourages artistic and creative talent across all fields of study. Student work can be seen showcased throughout the year on stage, on tour, and throughout campus.

## Student Life & Leaders

Mirman offers numerous opportunities for student life and leadership across both Lower and Upper School levels. Opportunities include The Student Diversity Leadership Council (SDLC), The Lower School Student Advisory Council (LS SAC) and Student Council for Upper School students.

## Mirman X

Mirman X is a middle school startup accelerator that encourages Upper School students to tackle moonshot projects that have the potential to help a community in some meaningful, tangible way. Mirman School provides the material resources and professional guidance to support an idea from genesis to market, and our students have an opportunity to truly innovate by thinking big and doing amazing things!

## Service Learning

Service Learning at Mirman is a collaborative form of experiential education for students and the community at large to promote civic engagement and social responsibility. We bridge meaningful community engagement with curriculum and instruction to foster a school community that is both prepared and committed to creating a more inclusive and equitable society.

## Camp Mirman

Children, including those not enrolled at Mirman, can apply to our six-week summer STEAM day camp and immerse themselves in arts, science, tech, and team sports.



# Equity and Inclusion



We are committed to building a connected community that embraces multiple perspectives and cultural competency to strengthen gifted education and growth in the whole child.

At Mirman, we strive to integrate inclusivity in our curriculum, school culture, and institutional identity.

We honor and support a community built on diversity of thought, experiences, and identities to best engage our students in the academic, sociocultural, and complex world in which we learn and live.

## Dignity. Belonging. Justice.

Our equity and inclusion work is guided by the NAIS Principles of Good Practice; the Office of Equity, Inclusion, and Community; the Board Committee on Inclusivity; Mirman's Statement of Inclusivity, philosophy of education, and Core Values; and the overarching theme of "Dignity, Belonging, and Justice," where every member of the Mirman community has the right to be seen, affirmed, valued, and advocated for.

Equity and inclusion at Mirman bridge three areas of school life: curriculum and instruction, culture and climate, and institutional identity. Guided by the Board of Trustees' vision and strategic plan, students, families, and educators partner together to teach, learn, and practice inclusivity and equity in our connected community.

Our work includes but is not limited to curriculum planning, affinity groups, community-wide education and programming, service learning, and campus activities and events.

We invite you to [learn more](#) about Mirman's commitment to fostering equity and inclusion, and the impactful initiatives that are implemented to create a more diverse and inclusive community.



# 22-25 Strategic Plan



## Integrated Gifted Curriculum

Continue to create a comprehensive gifted curriculum and culture that integrates SEL and DEIJ in ways that strengthen the Mirman School community's education, belonging, health, and well-being through strong integrated academics.

### COMMUNITY

Continue the integration of core values with curricular goals while enhancing the connection between Mirman's school culture and curriculum, including all students, parents, faculty, and staff.

### PROGRAM & CURRICULUM

- Continue to define and implement best practices related to a rigorous thematic and integrated curriculum serving highly gifted students in alignment with NAGC recommendations.
- Develop, document, and distribute a clear and delineated curriculum map that ensures ongoing cohesion grade to grade, discipline to discipline, and division to division.
- Expand mission-driven signature programs and curricular experiences that promote creative, collaborative, and critical thinking skills, allow students to explore their passions and talents, and provide opportunities for student leadership and impact on and beyond the Mirman campus.
- Develop a comprehensive, integrated, and developmentally appropriate social-emotional K-8 curriculum for highly gifted students.

### FACULTY & STAFF

- Provide ongoing professional development that focuses on gifted pedagogy, social-emotional learning techniques, cultural competency, and the development of an anti-bias curriculum.
- Build individual faculty/staff professional growth plans that provide tiered benchmarks to allow additional opportunities for upward growth, rewards, and recognition.
- Develop and implement a clearly delineated structure for performance reviews for all faculty and staff.



# Powerful Mission-driven Partnerships

Establish Mirman School as a thought leader and resource in gifted education through curricular innovation and collaboration between and among mission-aligned partners.

# Equity and Access

Deepen Mirman's institutional identity by actively developing and expanding all policies, procedures, programs, and marketing initiatives specifically designed to make Mirman School more accessible to qualified students, faculty, staff, and families in service to our mission.

## COMMUNITY

- Cultivate Mirman community relationships in order to advance the strategic priorities of the school.

## PROGRAM & CURRICULUM

- Provide on-campus programming, teacher training, and strong partnerships with other gifted education leaders.
- Strengthen existing and explore new opportunities for partnerships with educational institutions, businesses, and non-profit organizations.

## FACULTY & STAFF

- Encourage and support our practitioners to share best practices, knowledge, and resources in gifted education as well as DEI/SEL with students, educators, and families through a variety of avenues.
- Encourage faculty and staff to explore and develop opportunities for strategic local and global relationships beyond Mirman School's physical campus.

## COMMUNITY

- Recruit and retain a diverse population of educators, administrators, staff, students, and trustees, which includes increasing Latinx, Black/African American, and female representation and enhancing SES diversity.
- Develop a broad and sophisticated training program for all stakeholders that defines and illuminates the intersectionality of highly giftedness, cultural competency, and social-emotional learning.
- Establish Mirman School as an educational leader by promoting the value of our DEI/SEL initiatives both within the community and to a wider audience.

## PROGRAM & CURRICULUM

- Develop and implement initiatives to increase student retention in the Upper School.
- Develop and implement initiatives to support and value the many dimensions of Mirman School's gifted learners.

## FACULTY & STAFF

- Formalize hiring practices with a focus on teacher excellence, core values, institutional enhancement, alignment with our mission, and cultural competency. This also includes formalizing job expectations and onboarding initiatives for all positions.
- Formalize Mirman's pedagogical approach to highly gifted education and develop initiatives to support institutional alignment with our curricular, SEL and DEI/SEL goals.





# Institutional Sustainability and Growth

Invest in and build financial, physical, and digital infrastructure related to program/curriculum, faculty/staff, and facilities/campus in order to provide a best-in-class Mirman education.

## COMMUNITY

- Work with the PSL Executive Board to incorporate PSL into the school's operations rather than a standalone entity so that PSL's mission can be "fun" raising as well as the removal of barriers to entry for the entire Mirman community.

## PROGRAM & CURRICULUM

- Explore all opportunities for economic support to develop the most sophisticated programs and curriculum that serve highly gifted learners and the faculty/staff that support them.

## FACULTY & STAFF

- Implement compensation strategies that focus on pay equity and setting Faculty/Staff salaries at the 75th percentile or better per NAIS benchmarking.
- Increase Faculty retention by strategically finding more robust benefit plans that are best-in-class and nurture the professional culture and improve the employee lifecycle consistent with Mirman's mission.

## FINANCIAL SUSTAINABILITY & ADVANCEMENT

- Ensure that Finance and Advancement initiatives follow best practices and are designed to directly support the strategic objectives and vision of the Board of Trustees and Head of School.
- Fully implement the Flexible Tuition Program approved by the Board of Trustees in May, 2022 to move Mirman forward in its commitment to inclusivity and SES diversity.
- Identify strategies focused on endowment growth and planned giving as part of comprehensive financial and fundraising plans, including strengthening the connection with Mirman's historical and prospective alumni base.
- Strengthen our brand and marketing initiatives with a focus on our programs, mission, philosophy, and impact.
- Explore new and improve existing alternative revenue streams and fundraising opportunities.

## CAMPUS & FACILITIES

- Explore/develop opportunities for upgrading existing facilities, including but not limited to the building of our campus infrastructure.
- Update the Campus Master Plan to prioritize future capital expenditures and initiatives relative to Mirman's physical assets.
- Explore opportunities for expanding and innovating our learning settings in flexible ways to increase access to the curriculum beyond existing facilities and communities.





# Key Stats

FOUNDED IN

**1962**

**430**

STUDENTS

**70%**

of students identify as a person of color

## SUPPORTING HIGHLY GIFTED CHILDREN AT MIRMAN

Highly gifted is a clinical term applied to people in the top 1% of intelligence norms, so determining if a child is highly gifted requires IQ testing. At Mirman, a highly trained teaching faculty made up of lifelong learners assists our students in nurturing and developing these traits to their fullest potential.

FAMILIES FROM

**72**

ZIP codes

FACULTY : STUDENT RATIO

**1:6**

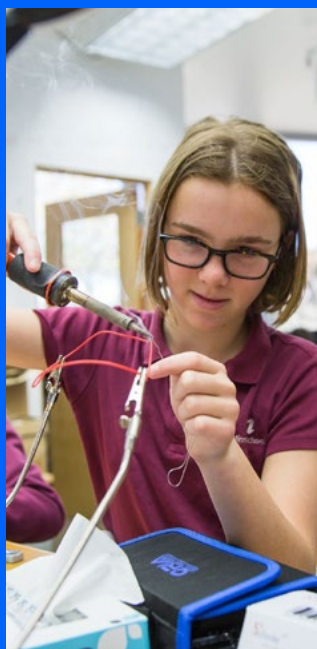
overall

**29** faculty members with Master's degrees and **9** faculty members who have earned doctorate degrees

## ACCREDITING BODIES

California Association of Independent Schools (CAIS)

Western Association of Schools and Colleges (WASC)



## TECHNOLOGY AT A GLANCE

### DATA / SYSTEMS

- Adobe
- Blackbaud suite
- Clever
- Google Suite
- Mosyle
- SchoolPass
- Seesaw

### A/V SYSTEMS

- Crestron
- Dante
- Mackie

### HARDWARE

- School-issued student devices
  - K-4: iPads
  - 5-8: MacBook Airs
- MacBook Airs for faculty

## MEMBERSHIP ORGANIZATIONS

ATLIS

CAIS

CAL-ISBOA

California Association for the Gifted

NAIS

NBOA

School Speaker Alliance of Los Angeles

WASC

[www.mirman.org](http://www.mirman.org)





# Background & Opportunities

Located in the Santa Monica mountains mid-way between the Westside and the San Fernando Valley, Mirman is a unique, independent K-8 school dedicated to nurturing highly gifted learners. With a rigorous and creative academic program, Mirman empowers students to explore their passions, challenge their thinking, and develop the skills needed to be future leaders, innovators, and problem solvers. The school is committed to fostering a learning environment that balances academic excellence with social-emotional development, collaboration, and creativity.

Technology and innovation play a pivotal role in the Mirman learning experience. The school is home to a newly constructed Innovation Space, designed to serve as a hub for exploration in robotics, coding, engineering, and design thinking. As Mirman continues to grow and evolve, the school seeks a director of innovation and technology, a new role for the school, to guide the strategic vision for technology integration and infrastructure across the campus.

The director will serve as both a thought leader and a hands-on practitioner, collaborating closely with faculty, students, and administrators to ensure that technology enhances learning and prepares students for an increasingly digital world. This individual will champion the use of emerging educational technologies, cultivate a culture of digital literacy and responsible technology use, and oversee the school's IT infrastructure, ensuring that systems and resources are secure, efficient, and responsive to the needs of the community. Additionally, the director will support faculty and administrative staff with technology integrations, systems modernization, and software troubleshooting, ensuring that all members of the school community can effectively leverage technology in their roles.

Mirman School has an established partnership with RCS, a regionally based managed services provider that has supported the school for the past three years. RCS provides higher-level support on an as-needed basis





and collaborates with the school on larger infrastructure projects, ensuring that Mirman remains at the forefront of technological advancements and maintains a robust and scalable IT ecosystem.

This position reports to the head of school and is part of the school's executive leadership. As a member of both the senior administrative team and the educational administrative committee, the director will play a key role in shaping school-wide technology initiatives while also maintaining connections to day-to-day classroom integration and faculty and staff support. The director will be directly involved in the evolution of the Innovation Space, supporting the development of hands-on, project-based learning experiences that engage students in STEM and maker-based activities.

Early on, the director will have the opportunity to shape the technology department by hiring a new team member. Depending on the director's background and experience, there could be an opportunity to teach a class or an elective. This is an exciting opportunity for a dynamic and forward-thinking leader who is eager to collaborate, inspire, and help shape the future of innovative teaching and gifted learning at Mirman School.

## Interview with the Head of School



**Dr. Marina Kheel**

Head of School

Marina Kheel has enjoyed being an educator for 25 years. Originally from Boston, she began her career as an elementary teacher in the Teach for America program in Long Beach and has taught both elementary and middle school students. She has served as elementary principal and vice principal at Stephen Wise School, and middle school principal and associate head of teaching and learning at Campbell Hall. She loves the contagious enthusiasm, joyful optimism, and adorable charm of elementary school students and adores the insatiable curiosity, deep courage, and unmatched humor of middle school students. Throughout her career, she has focused on providing challenging, meaningful, and relevant programming that helps students discover who they are and what they love. Marina is honored to serve as Mirman's sixth Head of School.

We invite you to [watch our interview](#) with Marina, who discuss her experience working at Mirman, the school's inclusive and gifted community, and the many intersections between technology and the academic program.



# Duties

## Technology Vision and Leadership

- Develop and implement a comprehensive technology strategy that aligns with Mirman School's mission and long-term vision.
- Partner with school leadership to support and execute strategic technology initiatives.
- Administer the newly constructed Innovation Space, ensuring it functions and evolves as a hub for STEM and maker-based learning experiences.
- Manage the technology budget, ensuring sustainable investment in new and existing technology resources.

## Technology Integration and Innovation

- Collaborate with faculty to enhance teaching and learning through innovative technology practices.
- Research and implement emerging educational technologies, including Artificial Intelligence, to support highly gifted learners.
- Promote a culture of digital citizenship, ensuring students and faculty use technology responsibly and effectively.
- Design and lead professional development initiatives to empower faculty and staff in the effective use of technology.
- Provide one-on-one coaching and support for educators to integrate technology into their teaching practices.

## IT Operations and Departmental Management

- Lead and develop the technology team, which will include a new team member to augment IT and systems support.
- Manage relationships with technology vendors and contractors, including the school's managed services provider, to coordinate higher-level engineering support and plan for major infrastructure projects.
- Ensure that the school's IT infrastructure is secure, scalable, and efficient, including leading edge cybersecurity.
- Ensure the smooth operation of all classroom and administrative technology.
- Develop and enforce policies related to technology use, security, and digital safety.
- Manage the technology team to deliver AV and technology support for school events, meetings, and performances.
- Foster a proactive and solution-oriented approach within the department to support faculty, staff, and students effectively.
- Report directly to the head of school and perform other duties as assigned.





# Qualifications & Qualities

## Professional Qualifications

- A bachelor's degree in a relevant field is required; an advanced degree is preferred
- Experience in a leadership role within educational technology, IT management, or instructional technology
- Comprehensive understanding of instructional technology tools, platforms, and best practices for integrating technology into the curriculum
- Experience supporting aspects of IT operations and enterprise data systems
- Familiarity working with third-party technology consultants and external vendors to support IT operations and infrastructure projects
- Experience delivering professional development and training for educators in technology integration
- Outstanding project management skills, with the ability to prioritize multiple initiatives and maintain a strategic vision
- Commitment to equity, inclusion, and community, with an understanding of how those principles influence technology policy and operations

## Personal and Leadership Qualities

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with faculty, staff, students, and administrators
- A passion for innovation, problem-solving, and continuous improvement in the use of technology for teaching and learning
- Willingness to provide hands-on support, including troubleshooting and AV assistance for school events
- A growth mindset, adaptability, and a proactive approach to leadership and departmental management
- A flexible and solutions-oriented attitude, demonstrating a strong willingness to take on challenges, adapt to evolving needs, and ensure the success of technology initiatives at Mirman School
- Good sense of humor





# Job Perks

Join an ambitious and joyful community of dedicated and creative professionals building a future where everyone has a voice and a seat at the table. Mirman is a great place to be part of growing future leaders in a supportive and caring school culture that features consistent collaboration, innovative approaches to teaching and learning, a supportive administration, and lifelong connections among faculty and staff inspired by the school's unique mission. Come marvel at the wonder, humor, and inspiration that nurturing and engaging with highly gifted students naturally brings.



- Beautiful, rustic campus easily accessible from both LA's city and the valley sides
- Top-tier medical, dental, and vision coverage with zero to low premium contributions
- 403(b) Retirement with a 5% match and immediate vesting
- Flexible tuition eligibility if applicable
- Professional development support including opportunities for growth
- Relocation Assistance
- Employee affinity groups
- Paid holidays (e.g., Thanksgiving week, Winter, and Spring breaks) plus vacation
- Community and connection with staff/administration
- Generous benefits package, including medical, dental, vision, pet insurance, Lifelock credit monitoring, and flexible spending accounts







# How to Apply

12M & Ed Tech Recruiting is acting on behalf of Mirman School to identify exceptional technology leaders to fill this extraordinary opportunity. Direct inquiries to:

[jobs@EdTechRecruiting.com](mailto:jobs@EdTechRecruiting.com)

Applications submitted by **March 27, 2025** will receive priority review

All applications must be submitted online:

[www.EdTechRecruiting.com/jobs/Mirman/technology](http://www.EdTechRecruiting.com/jobs/Mirman/technology)

An application requires submitting four PDFs:

1. Cover letter introducing yourself to the Mirman School search committee
2. CV or resume
3. A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
4. A response to the following prompt:

*What are two big ideas related to education and technology that you would be excited to share with the Mirman community, which includes a diverse population of gifted learners and a dedicated and highly talented faculty?*

*At Mirman School, through an inclusive environment, we challenge our students and each other to be dynamic problem-solvers and thoughtful citizens. Mirman does not discriminate based on race, color, religion, gender, ethnic origin, age, physical disability or sexual orientation in administration of our educational policies, hiring policies, admissions policies, financial aid programs, athletics and other school-administered programs.*