

Hamlin Robinson School

WHERE LEARNING HAS NO LIMITS

Hamlin Robinson School

TECHNOLOGY DIRECTOR

Hamlin Robinson School, located in the North Beacon Hill neighborhood of Seattle, Washington, is an independent, non-profit, accredited, state-approved, elementary and middle day school offering a comprehensive educational program to serve students with dyslexia and other language related difficulties. The Hamlin Robinson School core philosophy is that all children can reach their full potential given appropriate teaching methods and atmosphere.

Position: Technology Director
Department: Administration
Reports to: Head of School
Job Classification: Full time, 12-month exempt position
Job Start Date: June 2021

POSITION SUMMARY:

The Technology Director holds a lead administrative role, one that guides and supports faculty and staff in the integration of technology skills and concepts into the classroom and school environment. This position oversees the school's technology infrastructure, understands and prepares the hardware and software needs of the school, and ensures a functioning and effective culture of technology. Hamlin Robinson School staff are dedicated to the mission and philosophy of the school, and demonstrate a commitment to engaging with a community that values diversity, equity and belonging. This position requires the capacity to manage multiple responsibilities and projects.

RESPONSIBILITIES:

- Oversees functioning of the technology operations of the school
- Directs the installation of technology stems and tools (e.g. hardware, software, systems, wiring, specialized applications, and tools) for the purpose of enacting the safe, timely, and efficient installation of technology equipment and services
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, networks) in multiple buildings, ensuring that systems are functioning properly and effectively in support of administrative and educational operations
- Manages procurement, inventory, and surplus of technology equipment, systems, and related services maintaining technology purchases for goods and/or services consistent with the school's technology objectives, and that the equipment is properly inventoried
- Assist with the management of all Student Information Systems to create consistency and provide resources and training across departments
- Assess and tests proposed applications, tools, and programs to provide feedback for the administrative team and Head of School

- Supports the delivery, implementation, and information flow of operational and educational technology throughout the school
- Provide training on software and hardware to faculty and staff in group and individual setting
- Authorizes permissions and individual access to technology, applications, or services to ensuring proper access to technology systems by staff, students, and parents
- Support access to in-house and online resources
- Communicates technology related activities in a timely manner to all stakeholders
- Maintains accurate records in regards to technology budget and expenditures
- Prepares a wide variety of documents, reports, and materials to support school operations
- Supervises assigned technology staff
- Attend, participate, and lead in-service days, meetings, seminars, training sessions and school community activities as necessary
- Provide technical support to school functions
- Work with families and communicate in a clear and supportive manner
- Complete other duties related to this position that may be assigned
- Support the school and its leadership

QUALIFICATIONS:

- Bachelor's Degree; preferably a Master's, in educational technology or a related field
- Expertise with Veracross is a plus
- Experience in an elementary/middle school setting
- Excellent verbal, written and interpersonal communication skills
- Strong technical writing skills
- Strong organizational, management, and goal-setting skills
- Strong attention to detail is a must
- Experience in collaborative planning and team teaching
- Expertise with Microsoft Windows server and Microsoft Office applications in desktop operating systems
- Experience with Windows & Mac computers in an Internet-connected network environment
- Experience with programming or scripting tools is a plus
- Microsoft Certification is a plus

COMPETENCIES:

- Maintains current knowledge of techniques and best practices in education and technology, and takes advantage of other professional development opportunities
- Provides the unique support, attitude, and environment necessary for student and staff success
- Maintains a positive attitude and connects well with students and families in the midst of challenges and learning obstacles
- Commits to innovation, excellence, and dedication in implementing instructional programs and learning activities unique to each student
- Inspire and assist faculty, staff, and students to adopt appropriate technologies for use in their work and study
- Ability to train end-users on technology systems
- Maintain a high level of professional and confidentiality
- Flexibility and adaptability to meet the needs of the children and program

This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. All personnel may be required to perform duties outside of their normal responsibilities to meet the ongoing needs of the school.

TO APPLY:

Please submit a Resume and Cover Letter to:

Stacy Turner, Head of School

Hamlin Robinson School

Email: jobs@hamlinrobinson.org with "Technology Director" in the subject line.

Hamlin Robinson School is an Equal Opportunity Employer**Mission**

Hamlin Robinson School ignites the academic and creative potential of students with dyslexia and other language-based learning differences.

Vision

The world class educational program at Hamlin Robinson School is a catalyst for students to discover the joy of learning within a rich, comprehensive school experience.

Core Values

Respect: We show appreciation and acceptance for ourselves, our community, and our learning.

Responsibility: We show integrity and accountability for our choices.

Purpose: We show dedication and resolve through our actions.

Perseverance: We show commitment and resilience in all our endeavors.