



## Director of Instructional Technology

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**Title:** Director of Instructional Technology  
**Division:** Making Waves Academy Schools (MWAS)  
**Location:** Richmond, CA  
**Reports To:** Chief Executive Officer  
**Status:** Exempt

### Primary Responsibilities

#### Director of Instructional Technology

- Develop schoolwide approach and pathway towards using/optimizing technology in classrooms to support instruction;
- Provide leadership and project management in development of organizational approach to applied technology uses;
- Develop goals, milestones, and timelines for implementation of a technology-use and applied learning plans/projects;
- Conduct SWOT (Strengths, Weaknesses, Opportunities, and Threats) analyses;
- Develop pilot programs;
- Create and deliver in-person training modules;
- Manage budgets for training projects; provide strategic planning/research for schoolwide technology use;
- Identify/ develop useful support networks and partnerships to gather information;
- Analyze industry trends;
- Support efforts to transition to one-to-one student-to-computer environment;
- Maintain ongoing communication with CEO through regularly scheduled meetings, written reports, and presentations to key stakeholders reporting on progress, findings, and concerns;
- Develop and utilize framework to define and prescribe essential components of effective “applied learning” and technology-use program;
- Develop/ manage pilot programs to test theories-of-action, tools, training, and support approaches;
- Collaborate with CEO, Division Directors, and key teacher leaders and staff to develop/ oversee progress monitoring tools and dashboards that measure adoption efficacy, progress to goals, utilization, and outcomes;
- Manage “applied learning” budget (line items for hardware, software, training, and travel);
- Develop technology vetting and approval processes evaluating selection of technology tools, applications, curriculum, and training;
- Identify/ develop tools/processes to assess current “readiness” state;
- Perform SWOT analyses for adopting broader use of technology to support instruction and student achievement outcomes;
- Research current practices in K-12 and higher education;

- Identify organizations/ leaders as resources in developing technology tools, change management processes, and staff development resources;
- Collaborate with leadership/ staff to develop strategic plans for technology use, and develop initial plan for adopting one-to-one CPUs for schoolwide student classroom use.

**Job Requirements**

- Master's degree or foreign equivalent in Education, Education Administration, or Business Administration plus 2 years experience
- Experience to include developing goals, milestones, and timelines for projects; conducting SWOT analyses and developing pilot programs; creating and delivering in-person training modules, and managing budgets for training projects

**Salary and Benefits**

Salary for this position is competitive and commensurate with experience. In addition, a comprehensive benefits package is included.

**How to Apply**

Please send cover letter and résumé to

<https://secure.entertimeonline.com/ta/6138253.jobs?ApplyToJob=117516871>

Applications will be reviewed on a rolling basis, though priority consideration will be given to candidates that apply early. Making Waves Academy is an equal opportunity employer. Candidates from diverse backgrounds are encouraged to apply.