Director of School's Educational Technology & Information Systems

The Director of School Educational Technology and Information Systems is responsible for the development and implementation of a vision for how technology, libraries, and makerspaces can improve student learning outcomes, PK-12. The Director will meet regularly with faculty and staff about information services and technology needs, establish ongoing communication channels with divisional and departmental leaders, and serve as a strategic partner for library and technology decision-making and implementation.

Responsibilities include: Coordinate with the leader of curriculum, instruction, and assessment to develop and execute a school-wide instructional plan that encompasses technology, libraries, makerspaces and robotics, focusing on the integration of these areas into the school's curriculum and programs. The findings of the recently completed academic technology audit in partnership with Educational Collaborators as well as the ISACS accreditation process, are important inputs to this process. Provide strategic leadership and general oversight for the staff responsible for developing and maintaining the school's administrative software and databases and the technical side of the school's web content platform in collaboration with the communications department. Conduct needs assessments and set strategic priorities for educational and administrative technology; recommend and evaluate new and emerging instructional technology products on an ongoing basis, develop the value cases, identify the skills and capabilities needed for effective implementation, and promote, educate, and collaborate with the school's constituents in the use of technology that supports classroom learning and optimizes student achievement. Formulate and administer technology departmental policies and procedures for purchasing, organizing, installing, and administering hardware and software that are consistent with the school's vision, mission, and strategic plan. Plan and oversee the transition to new software systems including the management of vendor relations, procurement, installation, and implementation of new systems. Additional duties as assigned.

Requirements: Completion of a bachelor's degree in an appropriate field (instructional technology, information systems, education technology, computer science, or related discipline); a graduate degree in one of the aforementioned areas or related field desirable. 5+ years of combined experience in education and technology in a community setting, with progressively responsible experience in academic and administrative use of technology. Experience with educational and related software, such as Blackbaud, Magnus Health, REACH, Rubicon Atlas, various learning management systems (LMS), Microsoft 365 Education, Adobe Creative Suite, and SMART Learning Suite. Experience and comfort in the use of the Windows OS, IOS, and the PC environment. A desire to develop deep connections and partnerships with faculty, staff, and administrators. Strong interpersonal and communication skills, both written and verbal. A collaborative approach paired with a cooperative and patient mindset. Comfort with a dynamic, highly mobile day-to-day rhythm. Strong organizational, technical, and analytical skills. Able to prioritize multiple tasks in an interrupt-based job setting. Problem-solver with a design thinking approach. Intrinsically self-motivated. Classroom experience desirable. Experience leading workshops, trainings, and projects related to technology integration, end-user training, and technology support. Demonstrated success in a supervisory/management role. Proven success developing and balancing an annual budget. Detail-oriented. Able to work collaboratively with a team. Requires a valid Michigan driver's license with satisfactory driving record.

Cranbrook offers competitive compensation and benefits that include medical, dental, life insurance, long-term and short-term disability, and retirement. We also offer generous paid time off, 10 paid holidays and 3 optional holidays, employee discounts, and a unique environment in an educational setting that values collaboration.

For consideration, please submit a resume and completed Employee Application to: Cranbrook – HR, P.O. Box 801, Bloomfield Hills, MI 48303-0801, or fax (248) 645-3014, or email humanresources@cranbrook.edu.