



Montverde Academy

Company Profile: Montverde Academy is an independent boarding and day school comprised of 1300 students from over 90 countries. Our college prep curriculum ensures a 100% college acceptance rate and our students have the foundation to succeed in top notch Division I and Ivy League colleges and universities.

Job Title:

Director of Innovation and Educational Technology

Supervisor:

Dean of the Upper School

Job Description: The Director of Innovation and Educational Technology will provide proactive, collaborative leadership in the identification, development, implementation, and scaling of innovative solutions aimed to increase student engagement and student achievement, with the ultimate goal that all students graduate with the knowledge and skills they need to succeed in college, career and life.

Responsibilities:

- Embrace and communicate a strategy that embeds ground-breaking skills into every aspect of education; develop and implement applicable policies and standards
- Develop a schoolwide culture of innovation
- Review, study, research and analyze trends in the education field in order to anticipate future changes in practices, processes, or curricula
- Monitor the development and growth of other comparable educational organizations to spot trends in innovation and supplement research findings in education
- Formulate effective new ideas and innovative strategies and find ways to introduce them into the Academy's future plans and discard ideas that are ineffective, costly or beyond MVA's scope
- Organize and lead professional development for faculty members in the areas of innovation and instructional technology, including Canvas and Veracross
- Develop curriculum to bring classes from across campus into the Innovation Center
- Work with the Director of Summer Programs to develop year-round programming and learning opportunities in the new Innovation Center
- Manage events in the Innovation Center and showcase the building to campus guests
- Serve as a mentor and support to faculty for the integration of project-based learning
- Manage and supervise the Makerspace
- Procure necessary materials and maintain an orderly appearance in the Innovation Center
- If needed, teach a Middle School or Upper School class each semester in engineering, design, entrepreneurship, or a related area
- Engage with faculty to support multidisciplinary research, experiential learning courses, develop programming, and build community.
- Establish and leverage partnerships between the community, local industry, and higher education to provide authentic real-world problems for students to solve
- Maintain records and reports as are necessary for the President, Head of School, and the Executive Team to be informed of the Academy's progress and future plans
- Plan, administer and control budgets for projects, programs, support services and equipment within the Office of Innovation
- Evaluate the progress of innovation and adjust the pace or direction of new projects in accordance.
- Keep all new projects in line with the Academy's mission and maintain consistency with the Academy's message and brand
- Oversee grant submissions for innovative programming
- Participate in long-range strategic planning; assist with developing budget, plans, policies and activities pertaining to the Center for Innovation

Qualifications, Education and Experience:

- Minimum of Bachelor's Degree in a relevant area of study and experience in educational research and evaluation, project or program management
- Ability to manage resources in order to stay within a budget and efficiently accomplish objectives
- Ability to collaborate with MVA's community, staff, teachers, parents and students.
- Strong writing and research skills
- Excellent interpersonal skills and superior analytical skills, including the ability to track and predict trends.
- Knowledge of and experience with Veracross and Canvas preferred