



## Director of Technology

Mirman School – Los Angeles, California

July 2024

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### Job Description

Mirman School seeks an experienced full-time Director of Technology who is compelled by the school's technology mission and committed to the enhancement of students' educational experiences.

At Mirman School, we work collaboratively to support our unique population of highly gifted learners. We have a firm commitment to educating the whole child, and nurturing talents in all dimensions — academic, kinesthetic, and artistic. By fully integrating a commitment to inclusivity as well as a strong social emotional learning curriculum, we challenge our students and each other to be dynamic problem-solvers and thoughtful citizens of this increasingly complex society.

Mirman School actively seeks to enhance and support diversity and inclusion within its community, and is an equal opportunity employer. Mirman School encourages applications from persons of color, women, individuals living with disabilities, and protected veterans. All qualified applicants will receive consideration for employment without regard to age, color, creed, disability, gender identity, national origin, race, religion, sex, sexual orientation, protected veteran status, or any other basis protected by federal and/or state law.



Carney  
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& ASSOCIATES

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## Essential Duties and Responsibilities

- Developing and maintaining the long-range technology plan for the school
- Helping to integrate technology into the curriculum with the Director of Innovation as approved by the Head of School, Assistant Head of School, and Director of Curriculum and Instruction
- Researching and promoting technological professional development opportunities for faculty and administrative staff
- Supervising appropriate technology training and professional development of faculty and staff with Division Heads and the Director of Innovation
- Staying current on new trends in technology and how they impact the educational arena
- Ensuring ethical utilization of technology resources
- Directing long-term planning for network hardware, software, wiring, and peripherals
- Developing the technological infrastructure to support the school's academic and administrative needs
- Creating and implementing annual and long-term technology budgets
- Supervising, supporting, and evaluating technology support staff
- Managing computer hardware (laptops, desktops, projectors, printers, scanners, etc.), software, network infrastructure, servers, and information architecture
- Researching and evaluating new technologies and supervising the acquisition, organization, installation and maintenance of all school software, hardware, and infrastructure that is beneficial to the school's academic or administrative programs
- Exhibiting a growth mindset relative to emerging innovations (AI) and emerging concerns (Cybersecurity)
- Reviewing and evaluating requests for multi-media equipment, software, and online platforms while maintaining inventory of purchases and equipment
- Reviewing and regularly updating technology policies (including Disaster Recovery Plan, Security Policy, Acceptable/Responsible Use Policy, etc.)
- Working with staff members to create standard data entry procedures and documenting standards in policy and procedural guides
- Maintaining the student information system (Blackbaud) and assisting with faculty training on report cards, class pages, and online gradebooks
- Organizing technology support for special events and groups
- Working with the Advancement Office to identify and obtain grants for technology funding
- Completing special projects requiring technological expertise
- Leading weekly Technology Support meetings and monthly Educational Technology Committee meetings
- Representing the department at functions held within and outside the school
- Leading student and parent trainings relative to academic technology use



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## Qualifications:

- Bachelor's degree (BA or BS) in related field
- Master's degree in education preferred
- Must possess a collaborative nature and be forward-thinking
- Ability to mentor and train faculty in the use of technology in order to enhance students' educational experience
- Strong problem-solving skills
- Outstanding communications skills, both verbal and written
- Strong interpersonal skills to relate well with students, staff, administration, parents, and the community
- Ability to visualize and implement long-range planning
- Support a wide variety of challenges, deadlines, and array of contacts
- Familiarity with web technologies: HTML, CSS, JavaScript
- Experience with database administration, preferably Blackbaud
- Experience with network administration/security
- Culturally competent and engaged community learner
- Exhibit enthusiasm and commitment to the vision, mission and guiding principles of the school
- Independent school experience preferred
- Willing to pitch in where needed to support the Mirman Community even if outside the field of technology



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**To Apply:**

Interested and qualified candidates should submit the following materials:

1. A cover letter
2. Current resume, including phone number and email address

to Scott Roy ([scott@carneysandoe.com](mailto:scott@carneysandoe.com)) and  
Rachel Merchant ([rachel.merchant@carneysandoe.com](mailto:rachel.merchant@carneysandoe.com))

*All inquiries and nominations are kept confidential.*



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