



Lower School Technology and Innovation Coordinator 12-month, Faculty/Staff

About Pingry

Founded in 1861, The Pingry School is an independent, coeducational, college preparatory day school for students in Kindergarten through Grade 12. Situated on two spacious campuses in Martinsville and Short Hills, New Jersey, the school draws students of varied talents and diverse backgrounds from over 100 communities in the central New Jersey region.

Together, our two campuses in Short Hills (K-5) and Basking Ridge (6-12) serve approximately 1,100 students. Pingry students participate in a demanding academic program, complemented by extensive co-curricular opportunities.

Position Summary

The Technology and Innovation Coordinator, in collaboration with the technology team and the Lower School Administration, is responsible for coordinating, organizing, and facilitating the effective utilization of technology at the Pingry Lower School. The ideal candidate will have experience in elementary education, as well as familiarity with design thinking, applied engineering, makerspaces, experiential learning, coding, computational thinking, computer science, and interdisciplinary program design. This position reports to the Director of Educational and Information Technology. Additionally, the position will collaborate with, and provide regular updates to, the Lower School Director.

Additional Skills and Training:

- Expertise and experience with teaching and troubleshooting software applications and online resources
- Expertise and experience working with children in grades K-5
- Demonstrated leadership in educational technology
- Ability to learn quickly and adapt as needed
- Strong analytical and problem-solving skills
- Creativity, initiative, and effective time management skills
- Strong collaborative skills and interpersonal abilities
- Possess a positive attitude, patience, and an ability to communicate effectively with both adults and children
- Bachelor's Degree in a related field required.
- Masters Degree and 5+ years in a school environment preferred.

Primary Responsibilities:

- Meet regularly with Lower School Administrative team to ensure effective implementation of technology and computer science initiatives.
- Manage aspects of the learning management system, educational domains of software tools, and other resources as needed in collaboration with the Lower School Systems Administrator

Basking Ridge Campus, Upper and Middle School
131 Martinsville Road, Basking Ridge, NJ 07920
phone 908-647-5555

Short Hills Campus, Lower School
50 Country Day Drive, Short Hills, NJ 07078
phone 973-379-4550



- Collaborate with the systems administrator to provide instruction to students, faculty, and staff in the appropriate use of technology and digital citizenship; how to use hardware and software in one-on-one or group settings
- Develop technology scope and sequence for each grade level
- Collaborate with department coordinators to develop after school technology enrichment programs
- Co-teach with teachers and model effective teaching practices that leverage the use of digital tools
- Design and teach age appropriate lessons on computer science and algorithmic thinking
- Collaborate with faculty to assist in curriculum planning and teaching that integrates computational thinking into all subject areas
- Assist teachers in accessing a variety of digital tools to more effectively differentiate instruction in order to accommodate the needs of a diverse student population
- Design and facilitate school and grade wide events in the areas of design and computer science
- Collaborate with faculty to assess needs and recommend suitable technology and activities for curriculum
- Research and remain informed of current, new, and emerging technologies and their potential applications in teaching and learning and work with the Basking Ridge Technology Department to determine the scheduled program for the purchase of hardware and software
- Create, promote, and facilitate faculty professional development and enrichment opportunities during the school year and summer
- Attend conferences, professional meetings, and school visits in order to remain current with industry trends and make recommendations for hardware and software purchase schedule
- Assist with maintenance and management of the Makerspace Zone in collaboration with the art and science teachers
- Work closely with the Director, Assistant Director, department coordinators, teachers, and systems administrator to develop innovative technology solutions for instructional delivery and assessments
- Serve as part of the Help Desk for student and faculty issues concerning use of technology in the classrooms
- Collaborate with the Middle School and Upper School Divisions to deliver a unified approach to technology integration and device management at Pingry

Interested candidates should send a cover letter, resume, and letters of reference to Brian Burkhart, Director of Educational and Information Technology, at bburkhart@pingry.org.