



# Design Lab Coordinator and Academic Technologist

**JOB TITLE:** Design Lab Coordinator and Academic Technologist

**REPORTS TO:** Director of Technology

**CLASSIFICATION:** Exempt - 12 month position

Work in an exciting, supportive, collaborative environment with other passionate technology professionals in a vibrant community who are committed to creating new and innovative learning experiences. Marin Academy is full of eager learners and educators who are passionate about the school's mission statement which, "asks every individual to think, question, and create in an environment of encouragement and compassion, and challenges each person to accept the responsibilities posed by education in a democratic society."

We are looking for someone to join the technology team, whose primary responsibilities are managing our Design Lab (i.e. Makerspace) and integrating technology into the classroom.

## ***This unique position enhances learning and physical spaces by...***

- Partnering with educational and technology departments in order to implement and evaluate the effectiveness of new educational technologies into classrooms
- Overseeing all aspects of the Design Lab, including budgeting, protocols, maintenance, and program delivery (teaching classes)
- Bringing a detail oriented eye, design-thinking, and a passion for making things happen to ensure the effectiveness of our pedagogies and taking our integration of technology in the classroom to the next level
- Working closely with faculty to develop, train, and implement technology programs and protocols
- Maintaining and auditing the effectiveness of current technologies in collaboration with educational and technology departments

## ***This is the job for you if you....***

- Enjoy making things happen (no job too big or small!) by bringing a detailed eye to each endeavor
- Are passionate about inspiring others to leverage technology when they need it, and others tools when they don't
- Ensure a human-centered design approach to your work and inspire others to do the same



- Love teaching and collaborating with diverse communities who range from beginner to advanced in their understanding of technology
- Have a high level of expertise in Canvas LMS and proficiency in the typical software and hardware of a school-based design studio

***Job benefits include....***

- Competitive salary/benefits package
- Working in a fun and innovative environment of passionate educators
- Ongoing professional development opportunities

***Minimum qualifications...***

- Undergraduate degree in education, technology, or related field is required; graduate degree preferred
- 3-5 years of teaching experience in independent schools
- Detail orientated with a mindset that no job is too big nor too small
- Expert knowledge of Canvas LMS
- Proficiency in the typical software and hardware of a school- based design studio, including:
  - Adobe Creative Suite and/or Open Source Design software
  - Programming languages such as Java, Python, or Scratch
  - Common tools such as drills and saws
  - Machines such as 3D printers, laser cutters, CNC routers and their associated tools and equipment
- Ability to use troubleshooting techniques to solve basic technology problems
- High level of customer service skills and ability to work collaboratively with a diverse community
- Possess a strong foundation in pedagogy and teaching methodologies integrating technology into curriculum and instruction
- Ability to work alone, and with small and large groups of teachers, staff and administrators and ensure high quality results
- Ability and desire to teach a class in engineering or computer science

***A little more about us...***

Marin Academy is situated on a gorgeous 10-acre campus at the base of the hills of San Rafael, CA in the San Francisco Bay Area. As a 9–12 grade independent, college preparatory high school, we have an enrollment of 440 students with academic talent, interest in the arts and athletics, and a passion for a multitude of issues. Our students come from San Francisco, the East Bay, and Sonoma in addition to Marin County. Marin Academy has a block schedule in



which classes meet every other day for 75-minute periods. Marin Academy is an equal opportunity employer and welcomes candidates with a progressive and innovative mindset and a commitment to diversity, equity, and inclusion in the workplace. For more information about Marin Academy, please visit our website ([www.ma.org](http://www.ma.org)).

Interested candidates should send their résumé and cover letter to Kyle Vitale @ [kvitale@ma.org](mailto:kvitale@ma.org) with the [DLCAT] in the subject line.