



Morrystown Beard School

Assistant Director of Technology

Full-time, 12-month position

Start date: July 1, 2025

Morrystown Beard School seeks an Assistant Director of Technology who will join the school's commitment to innovation and excellence in education. By supporting our educational technology goals and providing technical and database assistance, the Assistant Director of Technology will play a key role in ensuring the seamless integration of technology into the classroom and the efficient operation of the school's technological infrastructure.

ABOUT MBS

Unwavering in its 130-year commitment to developing the potential of all students, Morrystown Beard School proudly seeks to harmonize academic rigor with moral and ethical development, guiding students towards a life of balance and authentic learning. An independent, coeducational day school, MBS serves students from more than 85 communities and nine counties in northern New Jersey. Students at MBS learn from expert, supportive teachers in classes that are small, welcoming, and challenging. Total school enrollment averages around 600 (Upper School~450 students; Middle School~150 students).

Morrystown Beard School is a pioneer in Educational Technology. As one of the first institutions in the county to implement a one-to-one iPad program over 15 years ago and proudly recognized as an Apple Distinguished School, we have consistently embraced the integration of technology to enhance academic engagement. Our dedicated educators are committed to empowering students to thrive in today's information-rich world by utilizing technology effectively. We go beyond simply fostering "tech-savviness"—we strive to develop our students into capable and responsible technology users, proficient information seekers, and innovative problem solvers.

HOW TO APPLY

Interested candidates should email the following items, consolidated as a single PDF document, to employment@MBS.net: a cover letter, a resume, and a list of at least two professional references.

Key responsibilities:

Technology Support & Integration:

- Provide technical support for faculty and students.
- Collaborate with teachers to integrate technology effectively into the curriculum.
- Help maintain the school's Veracross database, ensuring accurate and efficient data management.

Professional Development & Training:

- Conduct training sessions for faculty on the use of Apple devices and other educational technologies.
- Stay current with trends in educational technology, AI, and recommend innovative solutions to enhance teaching and learning.
- Provide training on Veracross.

Additional Support:

- Respond to help desk tickets and provide day-to-day technology support across campus.
- Support various AV requests.
- Provide support on Veracross.
- If needed, teach a one-semester course related to technology .

Qualifications:

- Bachelor's degree in Information Technology, Educational Technology, or a related field (Master's preferred).
- Experience in a school or educational setting, with a strong understanding of technology integration in education.
- Expertise in Apple products, including macOS and iPadOS.
- Proficiency in Veracross or similar database management systems.
- Knowledge of Google for Education, and Mosyle or similar MDM systems.
- Strong troubleshooting and problem-solving skills.
- Excellent interpersonal and communication skills, with a collaborative approach to working with faculty, staff, and students.