

# Hamlin Robinson School

*Opportunity  
Statement*



## Director of Technology

Open Until Filled | 📍 Seattle, WA

The mission of **Hamlin Robinson School** (HRS) is to ignite the academic and creative potential of students with dyslexia and other language-based learning differences. Since its founding in 1983, HRS stands as the only school in the state of Washington exclusively serving the unique academic and social/emotional needs of students with dyslexia. It is our vision for students who struggle in traditional settings to experience the classroom as a welcoming and safe place for learning.

## Our Story

Hamlin Robinson School has been at the forefront of serving students with dyslexia and other language-based learning differences for 40 years. Our purpose is to fill an unaddressed gap in them K-12 education system failing to adequately address the learning needs of up to 20% of the student population – those with dyslexia and unexplained reading challenges.

Our program is in high demand because of our reputation and record of success with students who learn differently, and our specially trained faculty who teach students accordingly. HRS uses the most effective known whole-class literacy instruction method, a comprehensive, multi-sensory approach adaptive to the school's full curriculum. Most importantly, students learn in a way suiting their needs. For many, HRS is the first place they experience success, confidence, and a sense of belonging in school.

Hamlin Robinson School values diversity and welcomes the unique contributions of people from all backgrounds regardless of ethnicity/race, gender, socio-economic status, learning style, physical ability, religion, sexual orientation, and any other aspect of their identity. Please view our Equity Statement and full Non-Discrimination Policy on the HRS homepage.



## Who You Are

- You are collaborative, flexible, and possess a sense of humor
  - You are self-motivated and capable of working independently
  - You maintain confidentiality and work with tact and diplomacy
  - You have a broad knowledge of PC/Mac computer platforms
  - You have proficiency in various software programs, including word processing, spreadsheets, databases, applications & theory, multi-media presentations, and instructional software in various subject areas
  - You are familiar with K-12 curriculum and understand instructional strategies and the relationship of technology to these areas
  - You are familiar with current methods, practices, equipment, and supplies used in technology and instruction in a school setting
  - You are proficient in current working methods and procedures used in technology
- You understand the principles of systems analysis and network administration
  - You have a working knowledge of the following technologies:
    - Blackbaud
    - Microsoft Windows Server 2019/2022
    - Microsoft Windows 11
    - iOS
  - You maintain knowledge of techniques and best practices in education and technology and take advantage of professional development opportunities
  - You maintain a positive attitude working with students, staff, and families during challenges and learning obstacles
  - You have a high level of professional regard, confidentiality, and etiquette in all communications (email, phone, in-person)
  - You can interact effectively and respectfully with different constituencies within a school environment
  - You can prioritize, organize, and efficiently manage multiple projects

## Position Summary

The **Director of Technology** holds a lead administrative role, one that guides and supports faculty and staff in the integration of technology skills and concepts within the classroom and school environment. This position oversees the school's technology infrastructure, understands and prepares the hardware and software needs of the school, and ensures a functioning and effective culture of technology. Hamlin Robinson School staff are dedicated to the mission and philosophy of the school and demonstrate a commitment to engaging with a community that values diversity, equity and belonging. This position requires the capacity to manage multiple responsibilities and projects.



# Responsibilities

## ***Technology Management and Infrastructure***

- Oversees all technology operations, ensuring the effective functioning of systems and infrastructure across multiple buildings
  - Manages the procurement, installation, maintenance, and inventory of technology systems and tools
  - Assists with the management and consistent implementation of Student Information Systems
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## ***Strategic Planning and Systems Administration***

- Directs technology-related strategic planning, aligning technology purchases with the school's objectives
- Assesses, tests, and provides feedback on proposed applications, ensuring proper access and security protocols
- Maintains oversight of technology budget, expenditures, and documentation



## ***Training, Support, and Community Engagement***

- Delivers comprehensive training programs on technology use to faculty and staff
  - Facilitates access to resources, provides technical support, and communicates effectively with all school constituencies
  - Engages with families and the school community in a supportive and clear manner
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## ***Personnel Management and Development***

- Supervises technology staff, fostering professional growth and development
- Leads and participates in meetings, training sessions, and school activities, promoting a collaborative work environment
- Assigns and manages duties, reinforcing the school's leadership and vision



# Compensation & Benefits

**Salary:** \$115,000-\$130,000 per year

**Position Classification:** Exempt

**Benefits:** 100% employee covered Medical, Dental and Vision. 403(b) (up to 7% employer match), Life Insurance, Pet Insurance, and Long-Term Disability. Earn up to 12 Sick/Personal Days. 20 Vacation Days.

## How to Apply

Hamlin Robinson School has engaged Dovetailed to lead this search. Interested candidates should email a cover letter (addressed to Director of Business and Operations, Max Beron), a resume, and a list of at least three professional references consolidated as a single PDF document to Ashlyn Chillemi, Recruiter, at [ashlyn@dovetailedsourcing.com](mailto:ashlyn@dovetailedsourcing.com). *Please do not contact the school directly.*



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