

Coordinator of Programs and Technology

The Learning Project Elementary School

Start Date: December 1

The Learning Project Elementary School is located in Boston's Back Bay and is an independent, co-ed day school for grades K-6. We maintain a strong foundation in character education, uphold high standards for academic performance, and maintain a strong commitment to enrolling a diverse community of students and families.

We are seeking a well-rounded administrator and educator to fill the role of Coordinator of Programs and Technology. This position is ideal for anybody who enjoys 'wearing many hats' -- balancing administrative work in school-wide programs and technology integration with work that involves interacting with students directly in the academic setting.

The person in this Coordinator position takes the lead on organizing educational programming, such as the school's cross-grade buddy program, school-wide assemblies, field trips, and more. The Coordinator is also in charge of running the school's After School program -- training and supervising staff and ensuring smooth daily operations.

The school uses Mac OS devices for staff and students, with Google Suite for Education. As the school's technology lead, the Coordinator supports the faculty in implementing technology initiatives, including current and expanded use of iPad apps, assuring compliance with acceptable use policies, and identifying resources to support the curriculum. This includes consultation with faculty, training and assistance in the classroom, as well as basic level tech support for children and staff.

Additionally, the Coordinator teaches one technology class per week to each grade level using the school's tech curriculum, which includes basic coding, Lego robotics, ethical use of technology, research skills, etc. The Coordinator supervises select lunch or recess times, and, like all staff members at our small school, helps to cover classes as the need arises.

Experience with elementary age children is a must, along with outstanding oral communication skills, strong interpersonal skills, attention to detail, strong organization, and a commitment to the values and principles of this school, as described in our Mission Statement. A degree in technology is not required, but an aptitude for it and a desire to learn on the job is important.

We celebrate and cherish the diversity of our community; approximately half of our students identify as people of color; we embrace neurodiversity; and are happy to have families join us from a variety of Boston neighborhoods, and cities further afield. While all candidates are encouraged to apply, we are actively seeking candidates from diverse backgrounds as part of our effort to ensure that our teaching staff and our hiring process reflects our mission, which is rooted in diversity, equity, inclusion and justice. All applicants should connect to, and be willing to carry forward, these principles in their work.

Salary and Benefits: The school offers competitive salary, which ultimately depends on experience and skill level of the candidate. Benefits include: Health Insurance; Dental Insurance; Retirement; Disability Insurance; Cafeteria Plan; and a partial MBTA Transit stipend.

You may read more about our school here: <http://www.learningproject.org/>

If interested, please submit the following to Justin Hajj at jhajj@learningproject.org

1. [Application Cover Page](#)
2. Application Cover Letter
3. Your resume

The Learning Project is an equal opportunity employer and does not discriminate on the basis of age, race, color, gender, sexual orientation, marital status, religion, creed, national or ethnic origin. More to the point, The Learning Project prizes and celebrates its diversity.