

Job Summary

The Innovation Coordinator is responsible for the meaningful use of resources and learning spaces to support the innovative aspect of the mission of Grandview Preparatory School. Responsibilities include maker initiatives, educational technology and media, assistance with PBL, Process documentation and strategies (SeeSaw, Adobe Spark, Agile, etc). The role would also include managing hardware and infrastructure.

The ideal candidate will have experience leading and developing cross curricular, inquiry-based learning with an emphasis on developing 21st century skills. Most qualified candidates will be accustomed to personalizing the academic experience and be able to show evidence of student growth. This position requires extensive collaboration and leadership with all stakeholders. Responsibilities include:

- Collaboration with the administration regarding meaningful teacher and student use of educational tools and resources to support learning outcomes
- Oversee the Library/Makerspace/Global Design Studio spaces to highlight mission-specific learning outcomes and experiences
- Oversee and develop the STEM curriculum and collaborate with leadership regarding its growth
- Connect and contribute to national and international learning networks through professional social media channels such as Twitter
- Model master teaching in the classroom
- Oversee online learning platforms
- Support staff with tech issues as they arise
- Consult administration on infrastructure and hardware needs

School Mission and Culture

Grandview Preparatory School is a small, diverse community committed to the philosophy that education is a personal endeavor. Grandview pairs timeless ethics with modern thought and personal attention with global consciousness while preparing students for college and life beyond.

Grandview faculty and staff are encouraged to be active in the life of the school outside of the classroom. Frequent attendance at school events and activities helps strengthen our school community. Additional duty assignments such as student advisor, campus patrol, open house presentations, dance chaperone, coaching, bulletin boards or club sponsorship ensure student safety and success. Strong communication and relationship management with the student and family is expected by all faculty members. Grandview emphasizes character development as a

foundational piece of every student's journey through academia. Faculty is responsible for appropriately modeling positive and productive conduct.