



222 Paseo del Pueblo Norte * Taos, NM 87571 * www.truekids1.org * 505-316-1361

April 5, 2023

True Kids 1
Director of Technology

Job Description

Organization

Founded in 2017, True Kids 1 (TK1) inspires K-12 students to create, communicate, and collaborate in the digital age. We achieve this through multiple separate but connected program areas of instruction. Moving into 2023 and beyond, TK1 will blend its “media production for media literacy” approach with programs exploring and emphasizing technology and STEM, providing young learners with relevant knowledge, self-agency, and dynamic skills for the ever-evolving digital world.

For more on TK1, please visit our website: www.truekids1.org.

Position

As part of a growing and dynamic nonprofit team based in Taos, NM, the Director of Technology will lead TK1’s continued growth into technology and STEM education, applying a spirit of high creativity to boost our innovative and highly responsive programs. The Director of Technology will lead classroom instruction at the high- and middle-school level, design and lead after-school instruction, and as a key team member at the Director level, play a strong role in the development of the TK1 MediaVerse, specifically in shaping the proposed Youth Digital Technology Center.

Consolidating our current educational approaches in technology and STEM, this position will advance student understanding and engagement with core STEM principles. In-school and after-school programs will adapt the unique TK1 approach to existing classroom curriculum, and to TK1’s ambition to offer regular, media-infused programs on coding, gaming, app design and management, cyber security, and Information Technology as part of the Youth Digital Technology Center. As this training hub in downtown Taos will connect students with area employers, institutions of higher learning, and the local business community, this position will play a leading role in helping young learners pursue local educational pathways in STEM, the STEM-oriented workforce, and STEM-informed entrepreneurialism.

Additionally, the Director of Technology will make strong and routine contributions to all of TK1’s in-school, after-school, special events, and summer programs through outstanding technology skills, awareness, and a dedicated team-oriented work ethic. Where applicable,

the Director of Technology will regularly mentor students who wish to take their work beyond the classroom.

This position can be considered a hybrid post, with up to 30% of any given week spent in, for instance, a home office. The remaining 70% will be divided between a desk at TK1 Headquarters in downtown Taos, at the TK1 MediaVerse, and at schools across Taos County. This position requires the candidate to be based in Taos County.

This position pays \$76,300/annum, with annual performance reviews determining salary adjustments. Following three months of employment, the Director of Technology is entitled to a health benefit reimbursement of at least \$454/month, a TK1-owned laptop, and a cell-phone stipend. The position carries 15 days PTO, and 8 sick days. Additionally, TK1 observes all federal holidays, and is closed on Black Friday and for the week between Christmas and New Year's Day (with actual dates determined every year).

The Director of Technology reports to TK1's Executive Director, and will, at various times, have direct reports, including consultants, interns, and students. There is the strong possibility that additional TK1 staff instructors in technology will be hired during the course of this work, and they will report to the Director of Technology.

Preferred Qualifications

The successful candidate will:

- Have a Master's degree in a related field.
- Be highly creative, unorthodox, and unique.
- Be incredibly effective and inspiring at imparting core tenets and principles of modern technology to students of various knowledge levels.
- Speak some Spanish.
- Be a superb team player.
- Have extraordinary computer skills.
- Have at least eight years of experience in education, four of which are directly related to the duties and responsibilities specified in this posting.
- Have a unique understanding of the cross-over between media and technology.

Expectations

It is expected that the successful candidate will:

- Be a highly creative and flexible leader among students, teachers, and other TK1 professional staff.
- Have strong fluency in new means of teaching technology and science.
- Have strong fluency in media tools, software, and approaches, including an understanding of the role media and technology can and does play in schools.
- Help TK1 define its exact and best approach in teaching science, technology, and other STEM topics.
- Be fluid in a highly professional work environment, including the virtual.
- Successfully manage short-term consultants.

- Have an existing set of accomplishments with nonprofits, school classrooms, and/or universities.
- Be a fierce social-justice advocate, a strong networker and public speaker, and ready to advance all elements of TK1's Diversity, Equity, and Inclusion framework.

The successful candidate must sign all policies contained in the TK1 Employee Handbook. The successful candidate will undergo any/all background checks required by TK1, and/or by individual school districts, charter schools, or Native American schools.

Responsibilities

The Director of Technology will add essential pedagogical knowledge to the TK1 team, applying a dynamic and engaging spirit to TK1's consolidated set of technology-oriented programs. Noting that the below percentage allocations are subject to change, the Director of Technology will:

1. Develop, sharpen, evaluate, and deliver TK1 technology programs in classrooms (30%)

- Design and deliver technology and STEM programs.
- Liaise with teachers, admin etc. in the design phase of the work.
- Create overarching curriculum and individual lesson plans via Google Classroom, ensuring strong approaches that blend in media as appropriate.
- Contribute to any evaluative approaches related to this work.
- Work directly with teachers, administrators, and, in some cases directly with students to build on, deliver and/or improve existing TK1 workshops, programs, and approaches. Collaborate with TK1's ED, Director of Media, and Director of Photography to ensure all programs connect with TK1's mission and other programs.
- Identify, develop a scope of work, and manage Media Mentors (i.e. consultants) charged with delivering additional TK1 programs in technology.
- Maintain and nurture strong, positive relationships with administrators, teachers, and students served by TK1 classroom programs.

2. Develop, sharpen, evaluate, and deliver TK1 technology programs for after-school programs (25%)

- Design and deliver technology and STEM programs during classroom time.
- Identify students during class-time instruction who can benefit from after-school programs.
- Create overarching curriculum and individual lesson plans via Google Classroom, ensuring strong approaches that blend in media as appropriate.
- Contribute to any evaluative approaches related to this work.
- Lead a two-week summer camp on technology and/or STEM, starting in the summer of 2024.
- Recognizing the strong teamwork of TK1 staff, be highly knowledgeable of, and an occasional leader or participant in any of TK1's other after-school programs.

- 3. Make strong contributions to the development and launch of the TK1 MediaVerse, especially the Youth Digital Technology Center (20%)**
 - Help design this new facility in 2023, providing regular ideas and feedback to strengthen the proposed Youth Digital Technology Center.
 - Understand and apply best practice in operating a technology center for youth.
 - Regularly meet with key institutional stakeholders (local employers, businesses, governments, schools, institutions of higher learning) to understand how the Center can serve them effectively as well.

- 4. Make regular contributions to technology- or STEM-oriented grant writing (15%)**
 - Identify and contribute text, graphics, budget numbers etc. to various grants advancing TK1's work in the technology field.

- 6. Mentor students individually (5%)**
 - At any given time, TK1 has up to 40 students benefiting from one-on-one instruction with TK1 staff. The Director of Technology will work with specific students as identified and appropriate.

- 7. Lead projects as assigned by the Executive Director or the Board of Directors (5%)**
 - These projects could include special reporting; website content creation; developing new program areas or special projects; actively participating in staff meetings and, as appropriate, meetings of the TK1 Board of Directors.

Start Date

The successful candidate will start in May, June, or July 2023.

To Apply

Applicants should submit a cover letter and a CV outlining relevant professional experience *as separate and clearly labeled .pdf attachments* to admin@truekids1.org. *Applications will be assessed on a rolling basis*, and thus applicants are encouraged to submit their interest ASAP. **No paper applications will be accepted.**

For questions and additional information, please email admin@truekids1.org. **No phone calls posing job-related questions or seeking clarification will be answered.**