

**HORACE MANN SCHOOL**  
**231 West 246<sup>th</sup> Street**  
**Bronx, NY 10471**  
**An Equal Opportunity Employer**

**Position: Technology Integrator**

The Technology Integrator reports to the Director of Technology, providing technology support and development. This is a full-time 12-month position.

Horace Mann School is a coeducational, college preparatory independent day school for students from Nursery through grade 12. The School seeks to stretch the imagination, intellect and insight of its students while developing the moral characteristics that impart identity and purpose. We recognize as our core values: the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These core values guide our decision-making and govern the implementation of our curriculum and programs across all divisions of Horace Mann School. In addition to its campuses in Manhattan and the Bronx, NY, the School also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 305 largely wooded acres in Washington, CT. One of the nation's 10 largest independent day schools, as of September, 2017, the School enrolls 1,791 students representing 152 zip codes, with 40% self-identified students of color. For 2017-18, 15% of the students receive need-based Financial Aid. Twenty-two percent of School administrators, teachers and staff members identify as people of color. Over the past five years, the School has recorded a 97% annual retention rate for students and a 92% retention rate for all employees. The school's current \$100 million bricks and mortar campaign will provide the Middle and Upper Divisions with either newly constructed or renovated, state of the art science facilities by the beginning of the Fall of 2018.

**Primary Duties and Responsibilities:**

- Conduct one-on-one software and hardware training
- Conduct training workshops for faculty and students
- Support academic and administrative technology initiatives throughout the school
- Digital media production and editing
- Attend conferences and classes as needed
- Participate in and help plan professional development and training opportunities
- Respond to the needs of faculty, staff, and students
- Assist Technology Department with related duties
- Perform all duties as required or assigned

**Preferred Qualifications:**

The ideal candidate should be professional in his or her approach, display patience, and demonstrate a passion for learning new skills. Bachelor's degree preferred. Proficiency with Mac OS X and iOS required.

Must demonstrate commitment and patience, as well as display a passion to expand knowledge. Ability to prioritize work responsibilities, resolve problems in timely and effective manner, and work in a team oriented environment. Display strong interpersonal and communication skills. Establish and maintain cooperative and effective working relationships with peers.

Interested candidates should email cover letter of interest and resume to:  
[employment@horacemann.org](mailto:employment@horacemann.org)