



Charles Wright Academy

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Innovation and Design Labs Director

Posting Date: December 18, 2018
Application Deadline: January 31, 2019
Start Date: August 2019

About the School: Charles Wright Academy (CWA), located on a beautiful, wooded 107-acre campus, serves 654 students in Preschool through 12th grade. The only coeducational independent Preschool-12 school in Tacoma, Washington, CWA provides challenging, college preparatory academics that prepare students to thrive in college and in life. Equally important is a wide array of experiential education, artistic, athletic, and service opportunities that promote students' social-emotional development and provide avenues by which they discover and pursue their passions. Close, respectful, and trusting relationships between faculty and students result in an environment in which all community members embrace both the hard work and the joy inherent in the journey of intellectual and personal growth.

Our Mission Statement: Charles Wright Academy provides a rigorous and dynamic liberal arts education built on the principles of excellence and compassion. Within an inclusive and globally aware learning community, we foster self-reliance, integrity, social responsibility, and humor, inspiring our students to discover within themselves the courage to achieve their personal best in mind, body, and spirit.

Summary:

The Director of Innovation and Design Labs works to advance the school's initiatives to embody modern learning through maker education and design thinking. They are responsible for setting up and managing a hands-on makerspace serving the whole school, introducing design thinking as a methodology, teaching an "Innovations" course to 7th grade students, and coaching faculty to develop meaningful learning experiences based on principles of design thinking and maker education. More broadly, they are expected to advance curricular innovation at Charles Wright Academy and build a culture of collaboration and creative problem-solving in the school as a whole.

The right candidate will understand the technical fundamentals of maker education as well as the process and mindsets of design thinking. They will also be a successful coach who multiplies their influence by building the confidence and ability of their colleagues to lead design thinking and maker education. The use of the plural "labs" is intentional, as the director's role will be to gradually

increase the number of sites where maker education and design thinking are happening - both on and off-campus.

The Director of Innovation and Design Labs reports to the Associate Head of School for Strategy and Innovation and serves on the school's Academic Leadership Team. This is a full-time, salaried, and exempt position on an 11-month contract.

Responsibilities:

Develop and Manage Innovation Lab

- Participate in preliminary discussions in the formation of the makerspace, and provide suggestions for budgeting and preliminary purchases
- Develop an expert knowledge of tools and equipment in the lab
- Purchase and maintain appropriate tools and supplies for various maker space(s)
- Manage inventory and handling of materials and consumables
- Maintain a clean and organized lab and project storage space
- Perform equipment and facilities repairs and preventative maintenance
- Manage lab calendar and equipment use
- Ensure best practice with regard to teaching and using safety practices in the lab
- Ensure adult supervision of students in the lab

Innovations Teacher

- Design a new 7th grade "Innovations" course introducing principles of design thinking and maker education
- Teach four sections of 7th grade "Innovations" twice per week (i.e. eight class periods weekly in total)
- Post class assignments for students
- Maintain a gradebook and writing progress reports and report cards.
- Attend MS faculty and division meetings and all school events
- Continuous learning in the areas of design thinking and maker education

Coach Faculty and Support Curricular Innovation

- Collaborate with faculty from JK-12 to create projects and curriculum that integrate use of the Innovation Lab with core academics.
- Work alongside grade level teaching teams to integrate Design Thinking into pre-existing units.
- Integrate technology seamlessly into Design Thinking projects (3D Printing, Coding etc.)
- Pursue appropriate professional development and remain abreast of changes in education
- Foster shared language, models, and protocols for the successful use of design thinking and maker education across the school's three divisions.
- Support JK-12 faculty in developing projects and performance-based assessments that connect academics to real-world contexts and engage students outside of the classroom, coaching them along the way to adopt best practices in maker education and design thinking.
- Build the capacity of other educators to execute and lead new pedagogies in their courses.

- Integrate social-emotional learning into the adoption of new pedagogies (such as through the intentional teaching of collaboration and feedback protocols).
- Support the Director of Experiential and Place-Based Learning in using a range of classroom-based, campus-based, and off-campus locations for learning experiences at CWA.
- Create opportunities for summer programs to incubate emerging pedagogies and projects for use during the school's regular academic year.

Qualifications:

Required Qualifications:

- Bachelor's degree, a master's degree is preferred.
- Experience teaching in a JK-12 classroom, preferably in an independent school.
- High ethical standards and discretion.
- Flexibility to work some nights and be present at specially scheduled weekend events.

Preferred Qualifications:

- Experience successfully coaching and training faculty.
- Highly collaborative and team-oriented style that leverages the talents of others.
- Energetic, patient and inspiring teacher and leader.
- Excellent interpersonal and communication skills.
- A proven commitment to the development of young people as individual learners.
- Interest in curriculum development within and across disciplines.
- Knowledge of and background in a range of technological areas such as 3D printing, maker projects, computer-aided design, as well as tools such as bandsaws, laser cutters, 3-D printers, Vinyl Cutters, CNC machines, and a wide variety of powered and non powered hand tools.
- Ability to improvise with the use of hand tools, electronics, computer software, hardware and various other technologies.
- Passion and knowledge about the use of technologies to support creative, innovative and engaged learning.
- Respect and understanding for the educational needs of middle school students.
- A desire to collaborate with other teachers to create cross-curricular units.
- An understanding of and excitement to use Design Thinking.
- Experience teaching in, and managing, makerspaces.
- Proficient in managing budgets, supplies and maintaining equipment
- Familiarity with Google G-Suite for education, Skilled in Microsoft Office suite of applications and web-based software. Experience with Veracross preferred.
- A dedication to diversity and inclusion with a solid sense of cultural competency.

Living in Tacoma:

Located nearly halfway between Seattle and the state capital of Olympia, Tacoma is the third largest city in Washington and the heart of Pierce County. The city provides the cultural, educational, and economic amenities of a highly urban area with the quality of life, cost of living, and sense of community typically associated with a smaller city. Tacoma was recently featured in Sunset Magazine as one of "20 Game-Changing Places To Live." As the article put it, "the former shipping

and manufacturing powerhouse has seen an influx of creative Left Coasters making new use of once-defunct warehouses—and enjoying the port’s down to-earth allure.” Despite this, housing costs in Tacoma are 61% less than in Seattle.



Salary/Benefits:

Salary is competitive with other independent schools in the Pacific Northwest. Compensation includes a comprehensive benefits package to employees and their families designed to provide choice, flexibility, and value. In addition to health (medical, dental, vision), life and disability insurance, and a flexible spending account, we offer participation in the Academy’s 403(b) retirement plan, including a generous employer contribution once you meet eligibility, paid time off, tuition remission for immediate dependents, subsidized lunches, and professional development.

Application Process:

Interested candidates should send a letter of interest and resume to:

Email: humanresources@charleswright.org

Mail: Attention Office of Human Resources at address above.

In-person application: Follow campus signs to “Upper School”, using Upper School visitor parking. The Office of Human Resources is open Monday through Friday, 8:00 am – 4:30 pm.

No phone calls, please.

Charles Wright Academy is an Equal Opportunity Employer: M/F/V/D.