



MADEIRA

The Madeira School is an independent, college preparatory, boarding and day school for girls grades 9-12. Located in McLean, Virginia on a 376-acre wooded campus, Madeira is 12 miles from the center of Washington, DC. Madeira's ambitious academic curriculum emphasizes both content and skills.

The Madeira School is seeking an Associate Director of Technology to join its technology department. The Associate Director provides technology support and system administration to the school's community, technology systems, and databases in an ever-evolving environment. This position is integral to the smooth operation of the teaching and learning mission. The Associate Director of Technology must have a strong passion for new technologies, learning, growing, and providing exceptional customer service to a wide array of constituents.

Responsibilities include:

- Responsible for strategic planning, both mid- and long-range, for Madeira's academic and administrative technological needs.
- Selects, procures, installs, and maintains all technology equipment and software.
- Oversees the helpdesk and support efforts at Madeira; Monitors and resolves helpdesk requests for faculty, staff, and students.
- Defines, recruits, hires, and manages technical and teaching staff as well as mentor and work with existing staff of the department.
- Plans and administers the annual budget.
- Provides user training; implements network security.
- Administers the design and maintenance of the school's entire network.
- Works with department heads throughout the school to identify ways to integrate technology into the educational and support objectives of that department.
- Provides management support/advice while mentoring junior managers and department heads.
- Assesses, develops and implements technology policies as needed to ensure the integrity of operation and application of the overall system.
- Keeps in touch with the latest technological developments.
- Works with outside contractors on various technical implementation projects.
- Plans, implements and maintains Madeira's phone system.
- Stays current with system information, changes, and updates.
- Stays informed on current trends in technology.
- Develops end user and internal documentation.
- Trains users in the use of software and hardware.
- Creates, configures, and maintains devices following standard procedures.
- Creates and maintains user accounts and mailboxes in an Active Directory and Microsoft 365 environment.
- Ensures proper account and device onboarding/offboarding of faculty, staff, and students.
- Assists in the Management and administration of Active Directory, database, and phone

systems.

- Assists in the security, maintenance, and monitoring of systems and infrastructure
- Supports the school's AV environment.
- Handles emergency requests and/or calls after normal business hours and on weekends.

Requirements:

- Four-year degree or equivalent experience within field is preferred. Minimum of 5 years' experience in a similar position. Previous experience in school environment preferred
- Completion of the ATLAS Leadership Institute (ALI program) or similar program a plus
- Three to five years of supervisory experience preferred
- Experience with Blackbaud, Canvas, Mac and Windows operating systems, Microsoft 365, Cisco experience a plus
- Excellent communication skills (written and oral) and interpersonal skills
- Strong problem-solving skills, decision making, and research capabilities
- Ability to interact with technologically diverse populations and to provide exceptional customer service
- Highly organized with a detail-oriented approach to work
- Must be able to lift up to 50 lb., reach, bend, stoop, kneel and traverse a campus environment
- Position requires occasional weekend and/or evening work
- Be a practitioner of diversity, equity, and inclusion
- Uphold the School's professional standards including punctuality, courtesy and discretion
- Ability to set priorities, coordinate multiple projects, handle details, and work effectively under pressure, all with minimum supervision

To apply, please send your resume and cover letter to hr@madeira.org. Please include your name in the file name for any documents submitted.