



**Open Position: Director of Technology**

**Reports to: Head of School**

**Supervises: Help Desk Manager, Database Manager**

**FLSA Status: Exempt**

Forest Ridge School of the Sacred Heart is seeking a talented, creative and dynamic leader to develop and implement a strategic vision in all areas of technology for Forest Ridge School. The Director of Technology will facilitate the integration of digital tools and best practices into curricular and administrative systems. We are looking for both a big picture thinker and a hands-on implementer. The Director will engage with administrators and educators and support personnel, parents and students to extend responsible and creative use of technology. The Director leads the technology team and serves on the Senior Administration Leadership Team. Forest Ridge School of the Sacred Heart is committed to attracting and retaining outstanding employees through a competitive compensation and benefits package.

**Who We Are:**

Forest Ridge School of the Sacred Heart provides a diverse and rigorous college preparatory environment that inspires young women to become confident, compassionate leaders. As a member of a global network of more than 150 schools, we educate to the core of our 200-year tradition through the Sacred Heart Goals and Criteria: a personal and active faith in God, a deep respect for intellectual values, a social awareness that impels one to action, the building of community as a Christian value, and personal growth in an atmosphere of wise freedom.

Forest Ridge School of the Sacred Heart educates young women to think critically, embrace challenges, model resilience, confront injustice, seek equality and lead globally in the pioneering spirit of our foundress. Our graduates change the world.

**Job Summary:**

Under minimal supervision, directs all aspects of information technology at the school. Develops and implements a strategic vision in all areas of technology for Forest Ridge School. Facilitates the integration of digital tools and best practices into curriculum and administrative systems. Engages with constituents as necessary to ensure responsible, effective and impactful use of technology and manages and oversees the fiscal resources allotted for technology. Manages the Technology Support team.

**Specific Responsibilities:**

- Develops, implements and guides the strategic vision and plans for the use of technology at Forest Ridge and, in collaboration with the academic leadership team, the role of technology in academic environments
- Maintains knowledge of and communicates current research findings and forecasts related to the effective use of technology in the school's educational program
- Oversees all administrative aspects of technology programs and services, including infrastructure implementation and maintenance, online and internet systems, support of educators and support staff in the use of hardware, software and equipment and management
- Oversees the delegated responsibility of designing, developing, analyzing, supporting and enhancing school administrative and online programs and applications (ex. Database Applications, Student Information System, Learning Management Systems, Business Office Systems, Development Systems, payment processing systems, ORSPED, etc.)
- Guides, supports, monitors, mentors and evaluates technology team members to ensure that each of them serves as a strong technology leader and innovation mentor and creates an environment of shared knowledge and purpose among the technology team
- Clearly defines the mission of the technology department to ensure all members are unified toward a common goal
- Works with school administrators to ensure that the technology program and services meet the educational and communication needs of the school, programs and departments

*This description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.*

**Specific Responsibilities (Cont'd.):**

- Works with administration to guarantee that the technology program, systems and services meet educational and school administrative needs
- Develops, documents and implements a strategic vision and plans for the use of technology at the School
- In conjunction with Forest Ridge's academic leadership, develops, implements and maintains a 1-, 3- and 5-year Forest Ridge Technology Strategic Plan
- Oversees staff who maintain knowledge of and communicate current research findings and forecasts related to the effective use of technology in the school's educational program
- Plays a leadership role in guiding technology selections and decisions, developing rollout strategies, planning and conducting teacher training, and communicating with and presenting to students and parents as the program is launched
- Partners with members of the community to articulate mission, values and connections between ethics and technology
- In collaboration with the School Principal or their designees, oversees professional development of staff on the integration of technology into the curriculum; also at times provides direct professional development
- Focuses on ensuring that network and other technology resources are used safely and responsibly and reflect best practices
- Oversees all administrative aspects of technology programs, systems and services at the school, including infrastructure implementation and maintenance, online and WWW systems, support of educators and support staff in the purchase, implementation and use of hardware, software and equipment and management
- Oversees purchases, installation and maintenance of budgeted items
- Keeps the technological environment safe and secure and maintains the integrity and functioning of the school's technology infrastructure, including hardware, Intranet, Internet connection, and web site, and software
- Develops, reviews, implements and certifies all backup and disaster recovery procedures and plans
- Oversees the delegated responsibility of architecting, clarifying, researching and resolving complex problems or issues for critical software applications (ex. Office, OneNote, Windows, etc.)
- Effectively allocates and manage resources to support strategic priorities and initiatives, consulting with appropriate stakeholders to coordinate, evaluate, recommend and purchase new technology and equipment in both the administrative and instructional technology realm
- Professionally represents the school in interactions with parents, community, staff, and students and resolves conflict in a professional manner
- Ensures compliance with applicable school, state, local and federal laws, rules and regulations
- Responds willingly to emergency situations outside of the standard work schedule, and pitches in where needed as a member of the administrative team
- Serves on the Senior Administration Leadership Team
- Performs other duties as assigned

**Required Education & Experience:**

- Bachelor of Arts from a four-year college or university in Information Technology or a related field
- Advanced degree in Education, Educational Technology or related field preferred
- Experience working with a wide range of software, hardware, and operating systems
- Proven record of accomplishment in technology planning and technology personnel, ideally in a K-12 academic setting
- Experience preparing and managing budgets
- Proven track record of effective project management and leadership
- Proven track record of supervising and mentoring technical employees to high performance
- Broad knowledge of industry standards and best practices in the use of technology in schools required, including NAIS Principles of Good Practice on Technology and International Society for Technology in Education National Technology Standards (ISTE NETS)
- Proven track record of integrating technology into an academic setting preferred
- Experience working with tablets, laptops, workstations, mobile devices and other devices in an educational environment preferred

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**Required Knowledge, Skills & Abilities:**

- Strategic thinker with the enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the school's curriculum and instruction.
- Strong communication, organization, and interpersonal skills
- Professional presence and a service orientation
- Ability to think big, manage multiple priorities, work with ambiguity and delegate
- Enthusiasm and credibility to create and sustain instructional momentum in the appropriate use of technology in the school's curriculum and instruction
- Strong understanding of industry-standard related practices and procedures of regulations and guidelines as they relate to the purchase and use of software (specifically copyright laws and the use of licensed equipment and material
- Very strong desire to be a team leader and the best at what you do along with an unquenchable appetite for challenges and opportunities
- Ability to communicate technical information successfully, in both verbal and written form, to a wide range of customers
- Self-motivated and very eager to master new skills inside a demanding, fast-paced, dynamic, people-centered environment
- Ability to successfully pass both initial and periodic federal, state and local background checks
- Ability to be available to respond 24/7 to maintain system integrity
- Flexibility, maturity, and a good sense of humor

*If that sounds like you, we'd like to hear from you!*

**Application Process:** Applicants should email the cover letter and resume to Forest Ridge School of the Sacred Heart, Attention: Julie Thenell Grasseschi, Acting Head of School, [jgrasseschi@forestridge.org](mailto:jgrasseschi@forestridge.org). This position is open until filled. No phone calls or drop-ins please. Thank you for your interest in Forest Ridge School and this position.