Job Title: **Director of Technology**
Reports To: **Head of School**
FLSA: **Exempt**

Job Summary

The Director of Technology is a creative and experienced professional who directs the school's overall technology program. This is a full-time administrative leadership position responsible for leading the school's technology mission and vision.

Essential Job Functions

The Director of Technology's responsibilities include but are not limited to:
- Maintaining the long-range technology plan for the school
- Maintaining long-term planning for network hardware, software, wiring, and peripherals
- Maintaining the technological infrastructure to support the academic and administrative needs of the school
- Creating and implementing annual and long-term technology budgets
- Staying current on new trends in technology and how they impact the educational arena
- Ensuring ethical utilization of technology resources
- Supervising, supporting, and evaluating technology support staff
- Supervising appropriate technology training and professional development of faculty and staff with Educational Technology Chair
- Researching and promoting technological professional development opportunities for administrative staff
- Helping to integrate technology into the curriculum with the Educational Technology Chair as approved by the Head of School, Assistant Head of School, and Curriculum Committee
- Managing computer hardware (laptops, desktops, projectors, Promethean Boards, printers, scanners), software, network infrastructure, servers, and information architecture
- Reviewing and evaluating requests for multi-media equipment and software, while maintaining inventory of purchases and equipment
- Reviewing and regularly updating technology policies (including Disaster Recovery Plan, Security Policy, Acceptable/Responsible Use Policy, etc.)
- Coordinating all aspects of database use on campus; improving and maintaining database integrity
- Working with staff members to create standard data entry procedures and documenting standards in policy and procedural guides
- Maintaining the electronic student records system and assisting with faculty training on report card program (Blackbaud)
- Organizing technology support for special events and groups
- Working with the Development Office to identify and obtain grants for technology funding
- Completing special projects requiring his/her expertise
- Participating in weekly Desktop Support and monthly Educational Technology Committee meetings
- Representing the department at functions held within and outside the school

- Review and implement internal controls where necessary.

Skills and Competencies
- Must possess a collaborative nature and be forward-thinking
- Ability to mentor and train faculty in the use of technology in order to enhance students' educational experience
- Strong problem solving skills
- Outstanding communications skills, both verbal and written
- Strong interpersonal skills to relate well with students, staff, administration, parents, and the community
- Ability to visualize and implement
- Supports a wide variety of challenges, deadlines, and array of contacts
- Familiarity with web technologies: HTML, CSS, JavaScript
- Experience with database administration
- Experience with network administration/security

Qualifications and Other Requirements
- Bachelor's degree required; Advanced degree preferred
- Demonstrated administrative experience relating to technology and technology integration
- Ability to communicate and collaborate effectively as a team player with faculty, administrators, and members of the technology team
- Experience and skill with a wide range of hardware, software and cloud resources
- Experience working in an education environment is required.

Working Environment and Physical Demands

- The job is performed in a generally clean and healthy environment, but there may be possible exposure to childhood diseases and illnesses.
- Exposure to heated/air conditioned and ventilated facilities with average interior dust with occasional exposure to outdoor elements.
- Exposure to a normal school environment that is usually quiet but sometimes noisy.

The physical demands described here are representative of those that must be met by a school employee to successfully perform the essential responsibilities and functions. Reasonable accommodation may be requested to enable individuals to perform the essential responsibilities of the job:

- Ability to sit, stand, move, communicate, hear and read during the course of normal activities.
- Able to use computers and other tools.
- Able to relocate computer and electronic equipment or other hardware weighing up to 10 pounds.
- Ability to think and concentrate for sustained periods of time.
- In-person attendance necessary to provide an effective level during normal school hours.