



Director of Technology

Reports to the Assistant Head of School for Strategic Implementation
Full-time position, full year, exempt

About Marin Country Day School

MCDS School is an independent, K-8, co-educational day school enrolling approximately 590 students from across the Bay area, drawing equally from San Francisco and Marin. Our mission states:

Our school is a community that

- Inspires** children to develop a love of learning, thoughtful perspectives and a diversity of skills;
- Nurtures** in each of them a deep sense of respect, responsibility and compassion; and
- Challenges** them to envision and to work toward a better world.

We actively seek diversity in our administration, faculty and student body. As a school, we affirm that human diversity includes, but is not limited to: age, family structure, gender, gender identity and expression, race, ethnicity, national origin, religion, sexual orientation, socioeconomic class, physical ability, and learning style. As our Statement of Community and Inclusion indicates, "Ours is a Community that would be uncomfortable without diversity and, therefore, has been intentional about creating and nurturing a diverse group of adults and children who share the core values of respect, responsibility and compassion."

At MCDS, every employee is integral in creating a learning community in which all seek to improve as practitioners, learners and team members, and we support our outstanding faculty and professional staff through our strong professional development program.

The Director of Technology develops and articulates the overall vision for technology at the School, provides educational leadership in current and future trends in technology, and leads a team to support all aspects of technology throughout the school. This includes providing both faculty and staff with the most current best practices for the use of technology. The Director of Technology also provides MCDS with the vision and implementation of technology in the day-to-day operations of the school. Excellent knowledge of the latest trends both in cybersecurity and instructional technology will be a critical requirement.

Duties and Responsibilities

Supervise Technology operations and academic technology staff, which currently includes:

- Registrar and Enrollment Systems Coordinator
- System Administrators
- Technology Integration Specialist
- Outside professional contractors
- Student helpers

Maintain responsibility for all technology equipment, software, hardware, and systems, including:

- Client computers (Mac and Windows; desktop and laptop)
- Mobile devices (iPads,)
- Servers (physical and virtual)
- Database applications and systems (Final Site, Veracross, Google Apps, Raiser's Edge, Active Directory)
- Data and networking equipment (switches, firewalls, routers, telephony, surveillance, NAC)

Oversee educational technology by:

- Working collaboratively with Technology Integration Specialist and faculty to support academic technology programs, projects, and initiatives
- Developing and implementing the educational vision of technology throughout MCDS
- Developing and supporting parent education programs and workshops related to technology
- Implementing server virtualization
- Monitoring and improving network performance
- Deploying, managing, and upgrading computers and software
- Developing and implementing a plan for data management, backup, security

Integration of systems, utilizing services such as SSO, AD, and LDAP

Requirements

- Bachelor's Degree, Masters and credential preferred
- Relevant teaching experience
- Commitment to professional growth, reflective practice, and growth mindset
- Strong ability to work collaboratively
- Experience in an educational setting
- Leadership and management experience

Opportunities

- Robust professional development program
- Faculty and Staff of Color Affinity Group called Fusion
- Active SEED (Seeking Educational Equity and Diversity) group
- Ability to design innovative curriculum in collaboration with colleagues
- Strong and supportive professional community with a growth mindset

MCDS is an equal opportunity employer and promotes the principles and practices of diversity throughout the school community. Compensation is competitive.

Contact

Email: employment@mcds.org
Fax: 415.924.2224
Postal: Search Committee/Director of Technology
MCDS
5221 Paradise Drive
Corte Madera, CA 94925