POSITION TITLE: Director of Technology

St. John's Episcopal Parish Day School is distinguished by 70 years of demonstrated success in preparing children for lives of learning and service in our ever-changing society. Renowned for its Episcopal identity, a core belief in the potential of our children and the sanctity of childhood, the school delivers an unparalleled, values-driven preparatory education. Hard work, faith, honesty, and a commitment to excellence allow our graduates to thrive in high school, college, and beyond.

Located in the heart of Tampa, St. John's provides an exceptional education for 530 students in pre-kindergarten through eighth grade. The School's Core Values and Episcopal identity focus on inclusivity, support, respect, and the shared values reflected in the school's mission statement. Our students are *Empowered to Lead, Inspired to Serve.* A feeling of positive energy, inclusiveness, optimism, respect, and kindness permeates our campuses.

POSITION DESCRIPTION:

St. John's is in search of an individual with demonstrated professional success to serve as **Director of Technology**, with a July 1, 2022 start date. The Director will develop and implement the vision for academic and information technology at St. John's and create an environment where innovation is the norm. The Director will lead a team of technology specialists and educators in managing the technology infrastructure and curriculum and provide instructional and technical support to students, faculty, staff, and parents.

We are an iPad and MacBook school, with students being issued school-owned devices. Faculty and staff predominantly use macOS devices, though there are a handful of Windows users as well. Working in a highly collaborative and innovative culture, this position offers the opportunity to engage with students, parents, faculty and staff on our campus. This position reports to the Head of School and is part of the School Leadership Team. We welcome inquiries from all educators who are deeply committed to contributing their unique perspectives to the inclusive, challenging, and nurturing environment here at SJE.

RESPONSIBILITIES:

- Work with and oversee the Technology Support Technician to ensure the highest standards of IT management and end user support throughout the school.
- Dynamic leadership, vision and direction for campus wide technology applications, initiatives, and support services.
- Develop and implement academic technology plan with focus on innovation and STEM.
- Ensure the integrity and continual operation of campus network infrastructure and mission critical operations.
- Maintain security and privacy of the information systems, communication lines and equipment.
- Develop, review and certify all back-up and disaster recovery procedures and plans.
- Collaborate with faculty and staff to work towards strategic goals that can be addressed by instructional technology and innovative solutions.
- Provide leadership in operational and strategic planning related to instructional technology.

- Work with the Division Directors to assess faculty and student technology competency levels. Identify and assist with programs that help students achieve those competencies.
- Develop, coordinate and assess training programs on new and updated systems, procedures and applications.
- Analyze, research, organize and supervise technology-related projects.
- Direct department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of human resources. Perform personnel administrative functions, including hiring, developing, training, supervising and evaluating department staff to ensure that departmental goals are achieved.
- Collaborate with school administration to identify and solicit external funding sources for academic technology initiatives.
- Research and forecast trends, products, equipment, etc., making recommendations for system enhancements, long term strategic planning, technical acquisitions and product implementation.
- Recommend technology solutions and resource requirements to maximize the value of the school's information technology resources, to accomplish business objectives and to support institutional goals.
- Negotiate and manage vendor bids, agreements and contracts for hardware, software and technology related services.
- Supervise the ordering, acquisition, inventory and disposition of hardware and software.
- Responsible for technology department budget preparation and management.
- Support the School and its leadership.
- Other duties as required.

MINIMUM REQUIREMENTS:

- Master's degree in educational technology, computer science, information technology or related field.
- Minimum of five years progressive experience in information or instructional technology with a proven ability to successfully lead and direct a team. Experience in a school environment preferred.
- Able to read, analyze, interpret and apply complex technical information.
- Strong written and oral communication skills with an ability to effectively communicate technical information to all stakeholders of the school.
- Strong working knowledge of security protocols and best practices in order to design and maintain systems that backup and protect the integrity of critical school data. This includes but is not limited to: backup systems; firewalls, web filters, antivirus and other peripheral security systems; security policies, both written and in software; and training community members on scams and threats such as phishing and ransomware.
- Exceptional interpersonal skills with a strong customer service focus, user-centered attitude and a desire to work in a team-oriented environment.
- Highly ethical team player.
- Strong analytical and logical problem-solving skills with a proven ability to create result-oriented action plans.
- High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruptions.

Qualified candidates are invited to submit a current resume, cover letter, salary requirements, and list of not fewer than three references to: Diane Scott, Executive Assistant to the Head of School, at dscott@stjohnseagles.org. This is a full-time, salaried, exempt, 12-month position that is accompanied by a highly competitive salary and benefits package. St. John's is an Equal Opportunity Employer.