



Position Title: Technology Director
Department: IT Department
FLSA: Exempt
Term: 12-month Employee

SUMMARY

Responsible for making decisions and recommendations related to information technology management for the organization. Ensure smooth and effective running of the IT infrastructure along with the allied facilities of the organization. Responsible for implementing new technology and orchestrating training. Responsible for devising and implementing an overall IT framework. Liaison for external IT vendors, suppliers, outsourcing partners, and software developers. Work closely with the IT team and top management to deliver results.

This position will work with confidential and proprietary information that requires a signed IT Confidentiality and Conflict of Interest Agreement and background check upon hire. Failure to pass the background check will result in immediate termination.

ESSENTIAL FUNCTIONS

- Oversee all technology operations (e.g. systems, network, and security) and evaluate them according to established goals
- Assist in building relationships with vendors and creating cost-efficient contracts
- Control budget and report on expenditure
- Inspect the use of technological equipment and software to ensure functionality and efficiency
- Identify the need for upgrades, configurations or new systems and report to upper management
- Maintains technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for ensuring that systems are functioning properly and effectively in support of administrative and educational operations
- Oversees functioning of the technology operations for ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions of the district.
- Supervises assigned technology staff (e.g. hiring recommendations, interviewing, training, evaluations, etc.) for maximizing the efficiency of the workforce and meeting operational requirements
- Tests technology applications, tools and programs for assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions
- Assist and work various special events that require IT support, may include evening and weekend
- Facilitate coordination with all IT contractors



REQUIREMENTS

- 5-7 years of experience, with at least two years in a management role.
- Excellent organizational and leadership skills.
- Excellent interpersonal, communication, and written skills.
- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Excellent troubleshooting skills ability to narrow down the cause of an issue and determine a solution.
- Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows, Google, Microsoft Server, Linux server and Mac OS X experience/knowledge.
- Demonstrated ability to communicate with and work well with all levels within an organization.
- Proven ability to work effectively with Stakeholders [Faculty, Staff, Parents, committees] on various organization-wide projects.

WORK ENVIRONMENT

- This job operates in a professional school environment. While performing the essential functions of this job, you will be expected to frequently sit, stand, walk, climb, talk, type, hear and see (close/distance, color, peripheral vision and depth perception).
- The ability to physically lift, bend, push, and pull up to fifty (50) pounds on a regular basis.
- The ability to move around campus to attend in-person meetings and collaborate with stakeholders in-person.
- Availability to participate in an on-call rotation is required. While not physically present on-campus during on-call periods, the ability to maintain accessibility using a mobile device and/or laptop with internet connectivity and prompt response times are required.
- Emergency staff designations, such as, ability to lead or direct students during emergency drills and real emergency events may be required.

The Lexington School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.