



# LAKE HIGHLAND PREPARATORY SCHOOL

## Position Announcement

### Technology Operations Manager



WITHIN AN ATMOSPHERE OF LOVE, CONCERN, AND MUTUAL RESPECT...

### Job Summary

Lake Highland's Technology department seeks a Technology Operations Manager who coordinates the technological activities that support teaching, learning, and administrative functions. This role supervises a team of information technology (IT) professionals, runs the school's IT infrastructure, and ensures the effective use of technology to enhance the educational experience. The Technology Operations Manager is a seasoned operator, a collaborative leader, and has a passion for integrating technology into education.

This is a full-time, fully benefitted, 12-month, exempt position. We encourage applicants from under-represented groups to apply.

### How to Apply

[Please click here](#) to apply through our Career Center. You will be asked to provide:

- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

### Education & Experience

- Bachelor's degree in Information Technology, Computer Science, Education, or related field.
- Three plus years of experience in a leadership role in educational technology or IT management, preferably in a K-12 school environment.
- Strong understanding of instructional technology tools, learning management systems, and educational software.
- Knowledge of networking, infrastructure, and cybersecurity best practices.
- Experience in strategic planning, budget management, and project management.
- Prior experience with education-based software, hardware solutions, learning management systems, student information systems, user identity and security systems, a mixed Microsoft and Google platform environment, and advanced physical security platforms preferred.

### About Lake Highland

To learn more about LHP, click [HERE](#) to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.