

The Winsor School

DIRECTOR OF TECHNOLOGY



LOCATION

Boston, MA

REMOTE SEMIFINAL ROUND

Weeks of April 21 & 28

START DATE

On or before July 1, 2025

POST DATE

March 13, 2025

ON-SITE FINAL ROUND

Week of May 5

REPORTS TO

Head of School

PRIORITY DEADLINE

April 7, 2025

DECISION ANNOUNCED

May 16, 2025

SALARY

\$160,000 – \$200,000



THE
WINSOR
SCHOOL



12M
RECRUITING



Ed Tech
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MISSION

The Winsor School prepares young women to pursue their aspirations and contribute to the world.



Summary

In the heart of Boston, less than a mile from Fenway Park, is an outstanding independent school that has been educating girls for nearly 140 years. The leader in girls' education in Boston since 1886, The Winsor School has a rich history and an important mission: to prepare young women to pursue their aspirations and contribute to the world. Winsor is a vibrant community of students, teachers, families and staff who value intellectual curiosity, authentic engagement and personal integrity. Winsor challenges its 475 students in grades 5 through 12 to lead lives of

purpose as responsible, generous-minded women. The school boasts a spectacular indoor/outdoor campus with modern facilities, an enviable location, and a national reputation for academic excellence, top-notch arts and athletics programs, and a commitment to belonging, support, and personal growth.

This summer, Winsor will welcome a new director of technology to oversee a mission-critical department that includes three other full-time dedicated professionals. At Winsor, the Technology Department plays an essential role in all aspects of school

operations: supporting technology integration into classes and other co-curricular programs; deploying and maintaining a suite of enterprise database systems, and managing the critical IT infrastructure. The current director of technology oversaw a nearly complete rebuild of the backend infrastructure. At the same time, he and the department have built authentic, personal relationships with faculty, staff, and administrators. Thus, when the new director takes the helm this July, the next chapter of technology at Winsor will have a solid foundation from which to build and grow.



While Winsor has invested heavily in its technology program to ensure that students and teachers have access to state-of-the-art tools, hardware, and software, the school prioritizes human interaction, student engagement, and faculty/student relationships. Thus, the right next director will appreciate the importance of letting teachers find the right balance of technology usage—while still helping the leadership team and others to research and investigate emerging opportunities. On that note: Winsor has a robust STEM program in the

Lower School, much of which runs through the school's Innovation lab. While this academic department does not report up to the director of technology, all members of the technology team are essential partners to the success of this applied technology program. The next director's arrival will coincide with the installation of Winsor's next head of school. In December, the current associate director of technology, who functions primarily on the network and systems side of the house, will step down after 15 years at Winsor to pursue new

opportunities. The timing of this transition will ensure a seamless onboarding experience for the director of technology, and give the director an opportunity to evaluate the departmental structure and make a key internal hire. To further ensure a smooth opening to the school year, Winsor would like the next director to start on or before July 1—so that there is no gap in departmental leadership with the outgoing director. The director of technology reports directly to the head of school and is a member of the senior leadership team.

VISION

Our students learn in a diverse, vibrant community that values intellectual curiosity, authentic engagement, and personal integrity. We believe in the promise of our students and challenge them to contribute to the world as generous-minded, competent young women.



Defining Excellence in Girls' Education



Miss Mary Pickard Winsor founded The Winsor School in 1886 with one purpose: to provide an excellent education for girls in Boston. As society has changed, we have evolved to ensure we remain on the leading edge.

- Since our founding, the professional opportunities available to women have multiplied exponentially. Our faculty have long prepared students to thrive in careers, including those that were once reserved for men. Now Winsor alumnae lead in diverse fields worldwide, from medicine to finance, and government to astrophysics, to name just a few.
- Despite radical shifts in women's roles, women's rights and worth are still subject to public debate at the highest levels. Winsor prepares girls to speak powerfully, rewrite the rules, and guide decision-making to make the world better.
- Winsor welcomes students who identify as female, or who were assigned female at birth and do not identify as male. While forever a girls' school, we model inclusivity and openness, and will always be committed to knowing, valuing, and supporting students throughout their time at the school.
- Winsor's size and close community allow our students to safely take risks and make mistakes as they develop lifelong friendships whether in a calculus class, a championship game, or performing on stage.
- At Winsor, girls lead everything. Our students feel empowered in an environment where leadership is modeled, encouraged, and celebrated.



Principles of Equity & Inclusion

THE SCHOOL AFFIRMS, TEACHES, AND VALUES:

- Belief in the dignity and humanity of every person.
- Openness to new ideas and rejection of stereotypical thinking.
- Commitment to understanding individual and group differences.
- Respect for oneself and for one another and responsibility for oneself and for community.
- Anti-racism and the disruption of all systemic oppression.
- Generosity of spirit, thinking beyond one's immediate self-interest, and sharing talents freely with others.
- Honesty, kindness, integrity, courage, humility, and empathy.



Accreditation & Affiliations

The Winsor School is accredited by the Association of Independent Schools of New England (AISNE). Our affiliations include:

- Association of College Counselors in Independent Schools (ACCIS)
- College Board
- Council for Advancement and Support of Education (CASE)
- Eastern Independent League (EIL)
- Folio Collaborative
- Heads Network
- Independent School Data Exchange (INDEX)
- Independent School Management (ISM)
- International Coalition of Girls' Schools (ICGS)
- National Association for College Admission Counseling (NACAC)
- National Association of Independent Schools (NAIS)
- Nation Business Officers Association (NBOA)
- National Network of Schools in Partnership (NNSP)
- New England Preparatory School Athletic Council (NEPSAC)



Meet the Community

Winsor's Next Head of School



MEREDITH LEGG

Incoming Head of School

This summer, Dr. Meredith Legg will become Winsor's ninth head of school. Her appointment followed an enthusiastic recommendation from the Head of School Search Committee

and a unanimous vote by the board of trustees to the corporation.

Ms. Legg currently serves as associate head of Emma Willard School, a day and boarding school for girls grades 9 through 12 in Troy, New York. In her role, she oversees academic programs, professional development, and strategic projects; she manages over 65 academic faculty and staff; and supervises the Offices of Curriculum and Innovation, College Counseling, Learning Support, and Academic and Strategic Technology, as well as the director of experiential learning and the registrar.

She is recognized at Emma Willard for her tremendous leadership of the school during Covid, creating the school's DEI vision, establishing the Emma Willard Center for Teaching and Learning, supporting the design of a new performing arts facility, and defining a sustainability vision for the school. She also helped develop the academic pillars of a record-breaking \$175 million capital campaign—the largest in the school's history.

Ms. Legg studied civil engineering, earning her B.S. and Ph.D. from Iowa State University and Cornell University, respectively.

Interview with the leadership team



KATE CASPAR

Associate Head of School, Wisniewski-Collatos Family Chair



JULIAN BRAXTON

Director of Community and Inclusion, Bezan Chair for Community and Inclusion

Kate Caspar's approach at Winsor is influenced by her own experiences as a student and athlete, where she was encouraged to push her limits and strives to be a trusted mentor for her students. With a career spanning four independent schools, Kate has held various leadership roles, including director of college counseling and academic dean. She taught upper school English at Winsor since 2014 and was named associate head in 2016.

Julian Braxton has always been passionate about community, from his time as a student at the Manhattan Center for Science and Mathematics to his work as a teacher and history educator at Winsor. Julian has dedicated his career to fostering inclusion and teaching history through the lens of equity, encouraging students to become agents of change. In 2022, he was honored as the inaugural holder of the Bezan Chair for Community and Inclusion, a role that reflects his long-standing commitment to teaching and building community at Winsor.

We invite you to [watch our interview](#) with Kate and Julian, in which they discuss the warm and welcoming Winsor community and the importance of the technology department to many aspects of the academic program and school life.



1886

FOUNDING
YEAR

Key Stats

476

5TH-12TH GRADE
STUDENTS

62%

SELF-IDENTIFIED
STUDENTS OF
COLOR

50⁺

HOMETOWNS
& CITIES IN
GREATER BOSTON



www.winsor.edu

7:1

STUDENT:TEACHER
RATIO

13

AVERAGE
CLASS SIZE

7.7

ACRES
CAMPUS

0.8

MILES TO
FENWAY PARK

Tech at a glance

STUDENT 1:1 PROGRAM

- Grades 5-8: School-owned Mac
- Grades 9-12: BYOD (Mostly Mac)

IT HARDWARE

- ~130 APs (mixed)
- ~20 switches (mixed)
- Palo Alto Firewall
- On-prem and cloud servers

ENDPOINTS

- ~50 classrooms with AV
- ~5 major meeting spaces
- ~70 cameras
- ~30 copiers and printers
- ~200 VoIP phones

DATA / SYSTEMS

- Blackbaud
- Canvas
- Google
- Jamf Pro
- Magnus Health
- Microsoft 365
- Ravenna
- WordPress



Duties

Strategic Leadership

- Develop and implement a forward-looking technology vision aligned with the school's mission, values, and strategic priorities.
- Collaborate with academic, administrative, and operational leadership to ensure technology supports innovation, efficiency, and the broader goals of Winsor.
- Develop and manage the technology budget, ensuring cost-effective and efficient use of resources.
- Develop and enforce IT policies and procedures to ensure compliance with legal and regulatory requirements.
- Establish and maintain partnerships locally and nationally to advance the school's technology objectives.
- Serve as a member of the leadership team, report directly to the head of school, and perform other duties as assigned.

Instructional Technology Integration

- Collaborate with faculty and staff to integrate instructional technology tools, including AI-based solutions, to enhance teaching and learning.
- Provide professional development opportunities to help faculty effectively utilize technology for innovation and efficiency in the classroom.
- Partner with academic leaders to design and execute a strategic vision for instructional technology aligned with the school's mission.
- Explore and assess new teaching and learning approaches through technology, fostering a culture of continuous improvement and innovation.

Data Systems and Management

- Oversee the school's enterprise data environment, including the school's chosen LMS and SIS platforms, ensuring secure and effective use across all departments.
- Evaluate current data workflows, providing recommendations and implementing changes to enhance reporting and accessibility for end-users across the school.
- Coordinate the integration of various technology systems to ensure seamless operation and communication between different platforms.
- Partner with school leaders to ensure data supports decision-making across key areas, including admissions, advancement, and academics.
- Lead enterprise-wide data projects, coordinating with internal teams and external vendors to achieve successful outcomes.

Technology Team and Infrastructure Management

- Oversee the technology department, supervising a team of three other full-time staff members and supporting their professional growth through a collaborative leadership approach.
- Manage the deployment and maintenance of hardware, software, and infrastructure to ensure performance, cost-effectiveness, and scalability.
- Regularly review IT security protocols, disaster recovery plans, and risk management strategies to safeguard the school's digital assets.
- Evaluate current systems and services to identify opportunities for improvement in service delivery and operational efficiency.
- Manage a helpdesk system to track and resolve technical issues.
- Work with the systems integration and technology support specialist, who report to the director of technology, to troubleshoot and resolve technical issues.



Qualifications & Qualities

Professional Qualifications

- Bachelor's degree from an accredited college or university in information technology, computer science, educational technology, or a related field (master's degree preferred)
- At least five years of leadership experience in managing technology departments and supervising technology staff, preferably in educational or nonprofit settings
- Proficiency in key areas of technology management, including enterprise IT, instructional technology, data systems, and client services
- A demonstrated ability to design, implement, and oversee impactful instructional technology programs
- Experience in successfully leading concurrent technology-related programs and projects, with a proven ability to set priorities and deliver results
- Expertise in fostering team growth, managing change, and setting strategic goals for a dynamic and collaborative department

Leadership & Personal Qualities

- A collaborative and empathetic leader who values teamwork and cultivates a culture of inclusivity
- A passion for managing diverse areas of technology—including infrastructure, instructional integration, and data systems—even if prior experience in these areas varies
- Exemplary communication skills, including the ability to effectively convey ideas, inspire confidence, and engage a wide range of stakeholders
- Skill in building consensus, facilitating critical discussions, and guiding institutions through transitions or new initiatives
- A demonstrated commitment to advancing community and inclusion through both personal engagement and practical implementation
- The ability to think strategically while addressing immediate needs, combining vision with attention to detail
- A deep commitment to girls' education, supporting an inclusive and empowering learning environment that fosters innovation, collaboration, and academic excellence.
- A sense of humor and flexibility, as well as a genuine appreciation for working with adolescents, fostering positive relationships and creating an engaging and supportive school environment.
- An eagerness to participate in the life and activities of an independent school, which will include occasional evening or weekend events



How to Apply

12M & Ed Tech Recruiting is acting on behalf of The Winsor School to identify exceptional technology leaders to fill this extraordinary opportunity. Direct inquiries to:

jobs@EdTechRecruiting.com



Applications submitted by **April 7, 2025** will receive priority review.

All applications must be submitted online:

www.EdTechRecruiting.com/jobs/Winsor/technology

An application requires submitting four PDFs:

1. Cover letter introducing yourself to the The Winsor School search committee
2. CV or resume
3. A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)
4. A short writing sample, which could be:
 - An educational technology philosophy statement
 - A recent article or blog post
 - A presentation that you delivered
 - Any other recent professional communication

The Winsor School is an equal opportunity employer and will not discriminate against any application for employment on the basis of race, color, religion, gender, age, national origin, marital status, sexual orientation, genetic testing, veteran status, physical or mental disability, or on any other basis prohibited.



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