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| **Saint Stephen’s Director of Technology Job Description**The Director of Technology is a person who can help create a strong technology infrastructure to meet the demands of the school while also educating the community on integration of the technology and developing best uses of technology in education.The Director of Technology also maintains the school’s technology equipment, IT assets, software systems, and network connections. This includes troubleshooting problems and training faculty and staff. The Director, in conjunction with any vendors, will also assist in performing basic to intermediate server administration and maintenance, including networks, servers, communications, and applications, across a multi-network environment.We are school in which iPads, MACs and PCs are used by students, faculty and staff. This position reports to the Head of School and is part of the School Leadership Team.**Responsibilities****IT Management*** Drive the ongoing development and evolution of the school’s technology vision and implementation in collaboration with the leadership team and other personnel.
* Lead the development and monitoring of the school’s vision for technology and its current implementation.
* Maintain a robust system infrastructure that supports the integration of technology in the academic program and also throughout all supporting functions of the school. Systems must support the wise and safe use of technology by the community.
* Develop and oversee the school’s technology budget in coordination with the Director of Finance & Operations.
* Oversee research, purchasing, tracking, and implementation of necessary IT hardware and software, and manage outside vendor relationships.
* Supervise the work of the Tech Team.
* Provide collegial leadership by mentoring the SSES community, including arranging and/or offering technology-related workshops and training.
* Engage in professional growth: stay current with changing resources in educational technology and network administration and participate in professional education groups or programs in the area of curriculum and technology integration.
* Complete other duties as assigned by the Head of School.

**Faculty/Staff Support*** Work with the Tech Team to ensure timely user support of desktops, laptops, mobile and shared devices, and many different online services.
* Support school community with technology issues and questions, equipment deployments, and setup.
* Oversee LAN and wireless connectivity.
* Work with the Tech Team to manage the integration of classroom technology, including A/V systems in classrooms, digital/interactive displays, built-in audio, document cameras, printers, etc.
* Work with the Tech Team to develop and maintain up-to-date documentation and use/maintain various departmental systems, including an asset inventory database, helpdesk ticketing software, project management tools, etc.
	+ Ensure continuity of the network and communication infrastructure including, but not limited to: firewalls, switches, content filtering solution
	+ wireless network and access points
	+ physical and virtual servers
	+ phone and voicemail systems
	+ Google G Suite directory and services: email, Classroom, calendar, and other user authentication services (G Suite, Active Directory, SSO)
	+ file and print services
	+ backup systems
	+ web services and accounts
	+ software deployment
* Support security infrastructure and emergency broadcast systems.
* Monitor network systems to detect, identify, and address performance, reliability, and security issues.
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| **Qualifications:*** Master’s Degree in educational technology, computer science, information technology, or related field.
* Five years or more experience with technology team management and systems. Experience with integration of technology in academic programs and curricula strongly preferred.
* Ability and experience to monitor and proactively assess, evaluate, and manage all hardware and software systems and overall network design and to develop initiatives and manage projects that align technical strategy, design, and implementation to both generally accepted networking best practices and to the academic mission and objectives of the school.
* Experience developing policies and procedures in alignment with academic objectives and overall school vision, including but not limited to appropriate/acceptable use of iPads, desktop computers, mobile devices, Internet, and security.
* Working knowledge of Apple computers, Wi-Fi technologies, and mobile operating systems (iOS, etc.) also required.
* Strong working knowledge of security protocols and best practices in order to design and maintain systems that back up 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.
* Effective decision-making skills, including the ability to manage and prioritize multiple projects concurrently.
* Experience managing IT personnel.
* Excellent communication and collaborative skills, including the ability to listen effectively, elicit information from users, and convey technology content to users of varying tech abilities.
* Demonstrated commitment to a cycle of reflection, assessment, and improvement.
* Demonstrated commitment and skill in the building of strong partnerships with colleagues to support their ideas and initiative.  Openness to exploring new ideas.

**NOTE:**  This is a full-time, 12-month, exempt position. The job description is not intended to be all-inclusive. Employee may perform other related duties as needed to meet the ongoing needs of the organization and assigned by the Head of School   |