CARONDELET HIGH SCHOOL

Director of Technology, Innovation, and Information Services

SUMMARY

Location | Concord, CA

Post Date | August 10, 2015

Application Deadline | September 15, 2015

Start Date | Immediately

Reports To | Principal

Summary

Position:	Director of Technology, Innovation, and Information Services
Reports to:	Principal
Organization:	Carondelet High School
Post Date:	August 10, 2015
Application Deadline:	September 15, or until filled
Start Date:	Open immediately

Organization Overview

Carondelet High School inspires excellence by preparing young women to live with heart, faith and courage in the Catholic tradition and spirit of the Sisters of St. Joseph. A Carondelet graduate is empowered by her Catholic, college-preparatory education and is known as a woman who responds to the needs of the times and makes a positive difference.

Carondelet High School is situated in Concord, CA in the East Bay of the San Francisco Metropolitan Area. It is conveniently located near major freeways and is approximately 1.5 miles from a BART station.

Position Overview

Carondelet High School seeks an experienced educational technology professional to provide strategic leadership, vision, and direction on curricular innovation and information technology, and to partner with the academic leadership of the school on curricular development and planning. The Director of Technology, Innovation, and Information Services reports to the Principal and is a member of the Leadership Team.

This is a new position at Carondelet High School. The Leadership Team is excited to bring on board a dynamic, experienced leader to unify all aspects of technology: information technology, instructional technology, library services, digital media, audiovisual and event services, and systems management.

Specific Responsibilities

Leadership
- Develop technology and innovation strategy for instruction and administration by creating and maintaining a forward-thinking strategic plan that meets strategic, operational, and learning objectives
- Be an inspirational leader of academic technology best practices to the faculty, students, and staff by serving as a role model for creativity, innovation, and experimentation
- Oversee the design, maintenance, and continuous improvement of the entire back-end infrastructure, including all network, server, storage, and backup systems

- Establish and implement short-term and long-term goals in collaboration with other senior administrators and members of the technology department with respect to all aspects of the school's innovation and technology programs, including: information technology, academic technology, curricular innovation, student and faculty device deployments, library services, media literacy, classroom technologies, learning management systems, other school-wide systems, labs, instructional furniture, tinkering and makerspace programs, and innovation spaces
- Serve on the Leadership Team
- Serve on and/or oversee all innovation and technology committees at the leadership, faculty and staff, and student levels
- Collaborate and develop strategic partnerships with program, department, and division heads; external associations and companies; and student leaders
- Inspire a culture of creative innovation to meet the dynamic and evolving needs of an excellent 21st century school
- Oversee the research and evaluation of emerging technologies and techniques, including: online learning, blended learning, mobile learning, and new devices, hardware, applications and systems

Professional Development
- Oversee the development and implementation comprehensive programs for curriculum and professional development to support faculty growth, particularly with respect to the successful integration of technology
- Oversee the development of frameworks and rubrics for selecting, trying, and evaluating new technologies and innovations
- Oversee collaborations with and among teachers on technology integration, design-based thinking, iterative experimentation, and flexible problem solving
- Design, launch, and refine major professional development initiatives, including: summer institutes, annual faculty cohorts of instructional technology learning, and external school visits
- Oversee the planning and delivery of faculty and student trainings
- Evaluate end-user needs and the effectiveness of various technology implementations, and refine strategies based on those assessments

Supervision and Department oversight
- Oversee all core technology support services, including helpdesk support, library and media literacy support, and academic technology support
- Manage the supervision of the information technology professionals, instructional technology professionals, and library professionals
- Oversee the management and deployment of technology inventory
- Manage the technology budgets: operating and capital
- Oversee external contractors, technology vendor relationships, and all technology upgrades and projects
- Align department practices, delivery of services, and internal protocols to the needs of end users
- Oversee all major systems implementations and integrations, both on-campus and off-site, and the data maintenance and integration of those systems

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Qualifications and Skills

- Minimum of a Bachelor's degree from an accredited college or university
- Graduate degree in management, instructional technology, or other relevant field is highly desirable
- Minimum of three years in a management or supervisory position
- Minimum five years experience working in an educational institution, preferably with some of those years having worked in an independent school
- Recent successful experience integrating academic technologies into one's own instruction or the instruction of faculty partners
- Experience leading individual or teams of educators in an instructional technology professional growth experience
- Experience managing or administering information technology services, including enterprise management systems and hardware
- Strong communication skills: written, verbal, presentation, training
- Strong interpersonal skills
- Collaborative and cooperative mindset
- Visionary leader in tune with the needs of a dynamic and diverse faculty
- Able to work evenings and weekends as necessary
- Ability to lift up to 25 pounds

To Apply

Please direct any inquiries or expressions of interest to:

Gabriel Lucas
Partner, Ed Tech Recruiting
gabe@edtechrecruiting.com

Applications will be considered through September 15, 2015, or until the position is filled. Candidates should send the following PDF attachments to jobs@edtechrecruiting.com:

- Cover letter addressed to the Carondelet search committee
- CV or résumé
- A list of four or more references (including phone numbers and emails)
- Up to three letters of reference (optional)
- Statement of educational philosophy that addresses the following prompt:

  How can and should a unified independent school technology department—and in particular the senior leader of that department—provide guidance, inspiration, and support to a broader movement of educational transformation within a school, one that is led by the head of that school and embraced by administrators and faculty—with respect to curriculum, innovation, and all aspects of educational technology?