



# THE SAN FRANCISCO SCHOOL

## *Technology Services Coordinator*

### **SUMMARY**

**Location** | San Francisco, CA

**Post Date** | June 10, 2021

**Application Deadline** | July 7, 2021 @ 5:00 PDT

**Semifinal Round** | Week of July 12 (remote)

**Final Round** | Week of July 19 (in-person)

**Decision Announced** | July 31, 2021

**Start Date** | Early August

**Reports To** | Director of Design, Engineering, and Technology





## SUMMARY

Community. Diversity. Inclusion. Creativity. Arts. Humanitarianism. Social justice. Empathy. Step onto the campus of The San Francisco School (SFS), and it's easy to see examples everywhere showing why this school of 285 learners from age 3 through 8th grade is so special. The School, with its Adventure Playground and large garden, sits in the heart of a vibrant urban neighborhood in San Francisco known as the Portola. For decades, the school has prioritized the arts, emphasized social emotional learning, brought experiential and outdoor learning to life right on its campus, and helped its students not only find but express their true identity. At SFS, students and staff are on a first-name basis with each other, as a way of honoring the equality of each member of this very special village.

This community of learners seeks a technology services coordinator (TSC) to join its small but influential technology team. The TSC plays an essential role delivering tech support to end-users, administering enterprise systems, and managing some technology projects. The school leverages a third-party technology solutions partner to assist with IT engineering. The TSC works under the director of design, engineering, and technology and serves on the Technology Governance Team. The job starts later this summer, preferably in early August.

## MISSION

The San Francisco School cultivates and celebrates the intellectual, imaginative, and humanitarian promise of each student in a community that practices mutual respect, embraces diversity, and inspires a passion for learning.

## CORE VALUES

At the core of The San Francisco School (SFS) are the values of culture, community, and diversity. From what we teach to how we teach it, we strive to model these values and instill them in our students.

While these values are present in all schools, they do not come without the intentional effort we dedicate to every facet of the SFS experience. Whether it's through opening day ceremonies, student projects in the Workshop, parent/guardian committee work, or teacher curriculum development, our school aims to embrace each family. We invite every family to participate in cultivating our culture and become an active member of our vibrant school community.



## FIVE TENETS OF AN SFS EDUCATION

The San Francisco School believes students learn best when the following tenets are an integral part of their experience:

### CURIOSITY

Students are natural explorers. We encourage students to ask meaningful questions and structure experiences for them to arrive at their own moments of discovery.

### CHALLENGE

Students take great pleasure in progressing toward mastery. We cultivate learning by designing lessons with varied and increasing complexity.

### COLLABORATION

Students grow through working with others. We model and teach teamwork, cooperation, and problem solving across grades and disciplines.

### COURAGE

Students are empowered when they face their fears. We urge students to take risks and embrace their mistakes.

### COMPASSION

Students are capable of astonishing kindness and empathy. We inspire students to think beyond themselves and believe that their actions make a difference.





## HISTORY OF THE SCHOOL

In 1966, a spirited group of preschool teachers and preschool parents conceived of a new school. They imagined a community where parents, guardians and teachers could share in school leadership, and where preschool children could thrive in a program guided by the principles of Maria Montessori, who believed in every child's ability to learn. The following September, The San Francisco Montessori School opened. Tucked away in a church basement in the quiet working class Portola District neighborhood, the school had just seven preschool students on its first day. The school quickly added a first grade and then grew organically in the 1970's up through the fifth grade to an enrollment of 145 students. The elementary curriculum shifted away from the traditional Montessori method to a progressive approach incorporating Montessori ideals of self-reliance, responsibility, and learning through experience, but also embracing the best of current teaching practices.

In the 1980s, the school added an innovative Middle School program and changed its name to The San Francisco School. With enrollment at 225, an endowment was established, additional land was acquired, and new classrooms were constructed. The 1990's were years of consolidation, fundraising, and more construction for SFS. The school joined the California Association of Independent Schools, constructed a signature Middle School building on Gaven Street, launched an innovative professional development program, and became known for its enthusiastic and well-prepared graduates.

In the 2000's the Middle School expanded to two classes per grade level, total enrollment grew to 275, and the endowment surpassed the two million dollar mark. The school also helped launch a new teacher-training program called the Bay Area Teacher Training Program. In 2013, the school community successfully funded and completed the Community Center project after raising more than five million dollars. For the first time, SFS students had a home court for sports and a 350-seat theater on campus for plays and concerts. Finally, a few years back, the school proudly celebrated its 50th Anniversary!





## URBAN SCHOOL, VILLAGE ATMOSPHERE

The San Francisco School actively seeks to be a community where all types of people can thrive, and it values the richness of diversity in all its forms. Within this urban school, a vibrant village of learners and educators exists and supports one another. Some highlights of the program, campus, and community include:

- SFS teachers truly know their students. With small classes, an integrated curriculum, and a collaborative culture, SFS teachers are able to provide an optimal academic, creative, and social-emotional experience.
- SFS has ten dedicated specialist teachers in Spanish, Music, Art, and P.E. These classes occur every week in every division.
- The Community Center features a full-size gym/350-seat theater.
- SFS offers Spanish beginning in Preschool and offers multiple proficiency levels beginning in Middle School.
- SFS offers a robust student support team, including learning specialists, a counselor, and an elementary STEAM coordinator.
- SFS leaves its Adventure Playground intentionally wild — preserving a place where children can climb trees, pick flowers, play in the dirt, and build forts.
- Diversity, equity, inclusion, belonging, social justice and anti-racism are embraced in an authentic and compassionate way in the people, program, and campus.
- The wonderful chefs in the SFS kitchen cook delicious, healthy meals from scratch for preschool, kindergarten and elementary students.





## A BOLD, NEW STRATEGIC PLAN (2017-2022)

The San Francisco School is committed to humanitarian promise. We are extraordinary in our empathy, our relationships within our community, and our regard for humanity. In this age of rapid acceleration and growing inequities, we created a strategic plan that is focused on people, including our students, staff, families, alumni, neighbors, and community partners. We are embracing technology as a tool for creativity, innovation, and productivity. We have accepted the challenge of financial stewardship and growth while preserving our fundamental tenets of mutual respect and social justice.

### PRIORITIES AND INITIATIVES

Building on our strengths and areas for growth, the strategic plan accepted the challenges of contemporary teaching and learning while focusing on community, both inside and



outside the gates of 300 Gaven Street. It envisioned a school that is innovative and supports our staff and families as they face the benefits and challenges of living in the world-class city of San Francisco.

These initiatives strive to sustain a diverse and inclusive community, to ensure contemporary teaching and learning, and to support living,

working, and thriving in the Bay Area. These initiatives focus on the people, program, and place that together comprise The San Francisco School.

#### **1. Incorporate cutting-edge research in order to place teaching and learning in a global contemporary context**

The San Francisco School staff teaches and works in a collaborative and intentional way, and they are supported with focused professional development. This professional support includes peer mentorship, coaching, and instructional leadership opportunities. Not only does our staff learn from one another but we invite others to learn from us. Our faculty's work is data driven and guided by current research in teaching, learning, and brain science. Integrated with our highly-regarded arts programming, the subjects of math, science, and technology have expanded significantly at all grade levels while maintaining a strong through line of the humanities, empathy, citizenship, and social-emotional learning.



## **2. Engage more fully with the Portola neighborhood and San Francisco and address the challenges and benefits of living, working, and thriving in the Bay Area**

The San Francisco School continues to become more deeply integrated with its local neighborhoods, the city of San Francisco, and the Bay Area. Our visibility, outreach, and accessibility have increased, especially for students of the Portola, Excelsior, and Bayview. We have forged new relationships with our local public schools, food pantries, and other local organizations to establish partnerships to support our neighbors and our neighborhood. We are also engaging in ways to support our students and staff in the challenges of being in the Bay Area.

## **3. Safeguard the diverse and inclusive community of SFS, enrich accessibility for families, and deepen our experiences with diversity, equity, inclusion, and social justice both on and off our campus**

In our bold approach to equitable access to education, we welcome multicultural students and staff from diverse socioeconomic backgrounds and family structures. We have incorporated opportunities into the students' educational experience to explore, deeply understand, and solve real-world social justice challenges with our social emotional programming as well as by engaging in service learning both on and off campus. The curriculum systematically integrates issues of equity and social justice on a local, national, and international level.



In order to implement the initiatives of the Strategic Plan, the School recently concluded its Forge Our Future: the Campaign for SFS, successfully raising over \$6.5M. This has led to a substantial increase in our endowment, ensuring competitive staff compensation and professional development to encourage our staff members to be lifelong learners. Furthermore, it has funded much of the STEAM work in progress, including program and campus enhancements such as the construction of the Field Station within the Adventure Playground and the current renovation project to build the state-of-the-art, innovative Learning Commons.





## FORGE OUR FUTURE: A \$6.5M CAMPAIGN

The San Francisco School has always had an eye to the future, imagining the kind of world we hope our graduates will shape and providing them with the academic and interpersonal skills to thrive in it. Now, in this age of technological acceleration and growing inequities — particularly pronounced in San Francisco — SFS has crafted a bold vision to strengthen our commitment to people, place, and program in order to fulfill our humanitarian promise. The vision honors our mission and values while rising to the challenge of demographic, technological, and pedagogical changes.

This \$6.5 million campaign has two goals that are critical to our immediate and long-term success:

- Dramatically enhance our STEAM program (Science, Technology, Engineering, Arts, and Math) to prepare our students to tackle the challenges of our time
- Double our endowment in order to safeguard our diverse and inclusive community and ensure our long-term stability

### ENHANCING THE STEAM PROGRAM

New STEAM programming will include design, engineering, and technology curriculum, materials, equipment, and professional development. Functional, flexible STEAM spaces throughout the school will include a new outdoor field station; a renovated art, design, engineering, and technology workshop; and an enhanced art studio and music room.

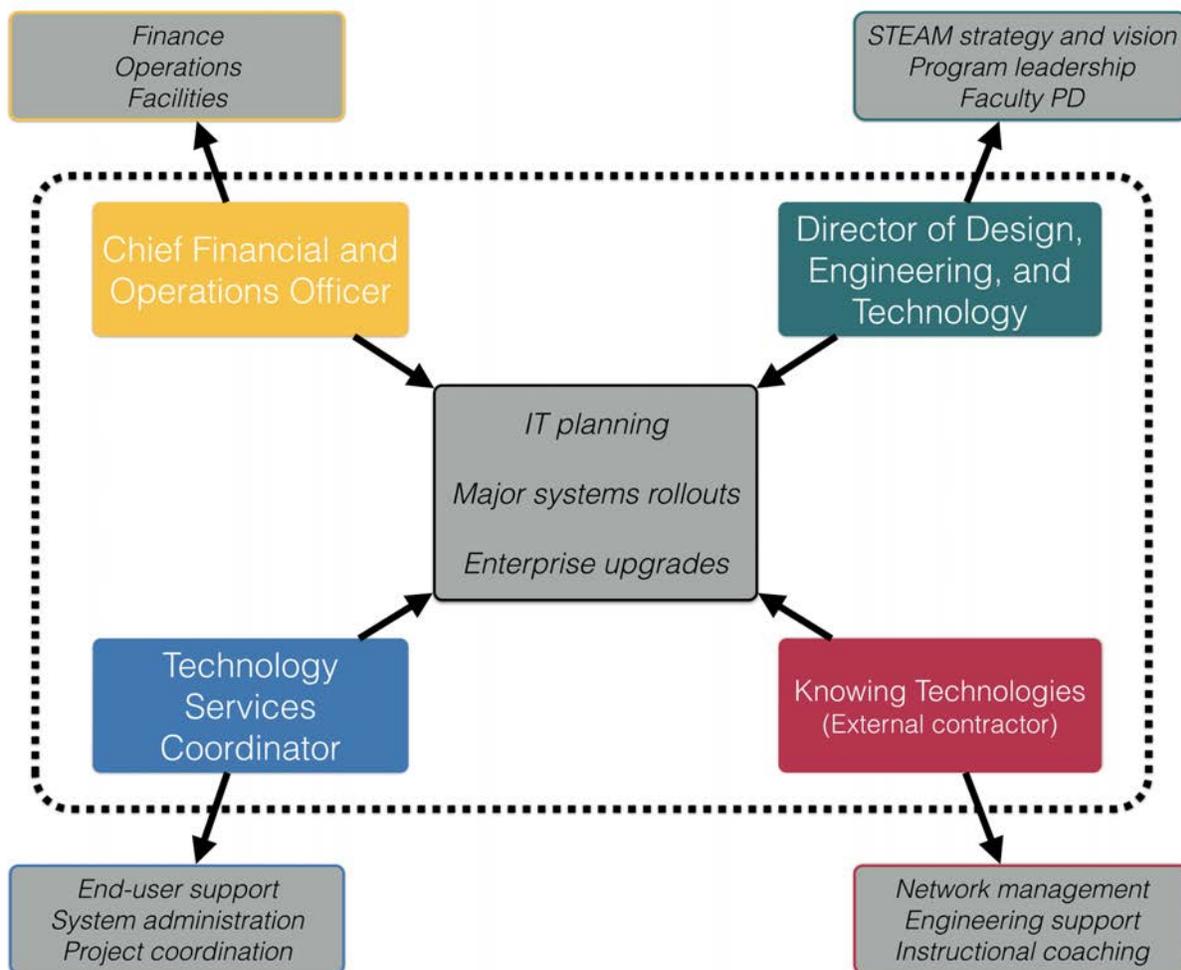
The centerpiece of the STEAM enhancements is the Learning Commons, which will be on the ground floor with accordion doors that open onto a breezeway. Like most libraries, it will have comfortable reading nooks and bookshelves loaded with books, but it will also have two recording booths, a green screen, a large screen that can drop down for presentations, mobile book carts and tables that can be moved depending upon the activity. It will be a creative, collaborative, flexible, state-of-the-art space for all ages.





## TECHNOLOGY GOVERNANCE AT SFS

The San Francisco School is truly a collaborative work environment, where many voices share collective responsibility for important programs. This is exactly how technology oversight occurs at SFS. At the helm of the STEAM program is a director of design, engineering, and technology, who is in charge of the program's overall strategic vision. Because the director's expertise and focal points are with curriculum and instruction, the chief financial and operations officer sometimes helps with operational technology initiatives. The technology services coordinator plays an essential role not only delivering end-user support, but also managing various systems and driving certain projects to completion. Meanwhile, the school currently engages a third-party technology solutions provider, Knowing Technologies, to augment both instructional technology coaching and engineering services. Collectively, this group works together on planning IT transitions and ensuring robust IT services, particularly when it comes to new systems and upgrades.





## EXAMPLES OF TECHNOLOGY SERVICE TO SFS

The San Francisco School is a diverse community of learners and educators. Over the recent years, technology has become a critical resource in all kinds of classes and operations. The technology services coordinator plays a central role in delivering support and building partnerships with faculty and staff. Below are a few examples of how the next technology services coordinator will have a huge impact on daily school life.

### JAMES HARDING AND SOFIA LOPEZ-IBOR: MUSIC TEACHERS



James is from New York City, Sofia is from Madrid, and both have been teaching music at SFS for over 20 years. As part of SFS's world-renowned music program, technology is often integrated into classes and projects. Performances that run in the community center require AV setup and support for rehearsals and performances.



### NANCY NAGRAMADA - HEAD OF UPPER SCHOOL



Nancy is a senior administrator at SFS, serving as the assistant head and overseeing the upper school. She loves to explore, innovate, and improve — particularly when such work benefits the students and faculty. She has worked with technology services to reimagine how SFS creates, stores, and distributes transcripts to high school.

### JALEN ALLEN: ELEMENTARY STEAM TEACHER

Jalen is an SFS alum now overseeing the evolving lower school STEAM program. Sometimes he needs help distributing a new coding app to the iPads in different grades, as part of his robotics and 3D design class. He relies on technology services to ensure that the equipment is primed and ready, so he can inspire young learners with STEAM applications.



### DOLORES ELKIN - KINDERGARTEN TEACHER



Dolores is a kindergarten teacher with over 25 years of experience at SFS. She loves to show videos to her students at the start of each class, to get kids singing and moving. Students in her classes have access to iPads, and on occasion a young learner might accidentally crack the screen. She depends on tech services for timely support and repair solutions.



## KEY STATISTICS

**Founded:** 1966

**Location:** 1.6-acre campus in the heart of San Francisco, CA in the culturally and demographically diverse Portola neighborhood

**Campus:** 52% of the campus dedicated to outdoor space dedicated preschool and kindergarten play yards; Adventure Playground featuring slides, fruit trees, and animals; facilities include state-of-the-art theater and gym, rainwater cistern, and solar panel system

**Students:** 285 students in grades PS through 8; 56% are students of color; 11% of families identify as LGBTQIA

**Admission:** Average acceptance rate of 24% over the last three years; 95% retention rate

**Faculty and staff:** Student-to-faculty ratio of 6:1; 50% of faculty hold advanced degrees; average tenure is 17 years; 32% faculty of color; 50% staff of color; Over \$135,000 spent on professional development annually

**Accreditation:** California Association of Independent Schools

**Relevant Associations:** National Association of Independent Schools (NAIS), California Association of Independent Schools (CAIS), California Teacher Development Collaborative (CATDC), People of Color in Independent Schools (POCIS), National Business Officers Association (NBOA), California Independent Schools Business Officers Association (Cal-ISBOA), Council for Advancement and Support of Education (CASE)

**Operating budget:** \$9,800,000

**Financial aid:** Over \$1,300,000 awarded to 26% of SFS families

**Endowment:** Nearly \$5,000,000

**Website:** [www.sfschool.org](http://www.sfschool.org)



## DIVERSITY STATEMENT

The San Francisco School is committed to modeling and promoting equity, justice, multiculturalism, environmental sustainability, and peace.



# TECHNOLOGY SERVICES COORDINATOR

## SPECIFIC DUTIES

### Level-1 Work: End-User Support

- Provide just-in-time technology support to staff and students.
- Set up and maintain projectors, screens and other audio/video equipment.
- Design and deliver technology training for staff.
- Manage technology issues and inquiries via an online ticketing system.

### Level-2 Work: System Administration

- Administer and support critical operational workflows for different enterprise applications, including the following systems: student information, email, phone, and device management.
- Implement, configure and maintain the 1:1 student device program.
- Prepare and optimize devices to be deployed to staff and students.
- Configure, test, deploy, and install software packages.
- Maintain accounting and inventory records, including the database of deployed technology equipment.

### Level-3 Work: Project Coordination

- Under the oversight of the Technology Governance Team, coordinate system transitions and upgrades.
- Work with the external technology solutions partner on various IT/IS initiatives, sometimes guiding the contractor's work and sometimes supporting it.
- Manage other vendor relationships and technology deployments, such as copiers, printers, and audio / visual equipment.

### General Work

- Serve as an active member of the Technology Governance Team.
- Maintain a growth mindset and a willingness to learn new technologies and systems.
- Perform other duties as assigned by the director of design, engineering, and technology.



## SFS IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE...

### Professional Qualifications:

- Experience administering data systems or enterprise applications, preferably Google Workplace and PowerSchool
- Experience coordinating or managing technology projects and initiatives, preferably in an educational institution
- Prior experience supporting IT operations, including: hardware deployment, imaging, backup, recovery, device management, printing, network, and security
- Experience designing and delivering technology workshops and trainings
- Confidence with Apple system and device support—including iPads, macOS and hardware, Apple TVs, Apple School Manager, and JAMF
- Audio visual support expertise
- Possession of a bachelor's degree in information systems or a related field, or equivalent industry experience

### Leadership and Personal Qualities:

- A people-centered technology mindset
- An ability to not only support but augment school-wide adoption of, and fluency with, technology systems and infrastructure
- Comfort working independently, but also a willingness to collaborate effectively with community members
- Excellent communication skills and a willingness to ask for help while creatively researching and solving end-user challenges
- A culturally competent, engaged community member with a focus on empathy and supportive interactions with all members of the SFS community
- Warmth and a great sense of humor





## HOW TO APPLY

Ed Tech Recruiting is acting on behalf of The San Francisco School to identify exceptional technology professionals to fill this exciting opportunity. Please direct any inquiries to:

Gabriel Lucas  
Principal, Ed Tech Recruiting  
[jobs@EdTechRecruiting.com](mailto:jobs@EdTechRecruiting.com)

### APPLICATIONS WILL BE CONSIDERED THROUGH JULY 7, 2021

All applications must be submitted online, via:

[www.EdTechRecruiting.com/jobs/SFS](http://www.EdTechRecruiting.com/jobs/SFS)

An application requires submitting four PDFs:

- Cover letter introducing yourself to The San Francisco School search committee
- CV or résumé
- A list of four references (include each person's name, organization, title, phone number, email, and connection to you—though we will not contact any references without obtaining your permission first)
- Response to the following prompt:



*Review the technology governance model on page nine of this document. What strengths would you offer to the Technology Governance Team and what support would you need from the other members of the team in order to deliver exceptional IT service to a diverse community of learners and employees?*

*The San Francisco School is committed to policies that will increase staff diversity, both to reflect the high value SFS places on a multicultural understanding, and for the direct benefit of each student. The San Francisco School is an equal opportunity employer. We continually strive to build an inclusive culture in our diverse community. The San Francisco School encourages applications for employment from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, and veteran status.*