



Job Description: Director of Technology
Classification: Full Time, Salaried, Exempt
Reports to: Chief Finance and Operations Officer

Job Summary:

The Director of Technology will provide strategic vision and leadership to guide the development and implementation of the school-wide technology program. This position will provide guidance and solutions for all departments of the School and their technology needs. This position provides leadership and oversight for the Technology Department and is responsible for planning, organization, budgeting, purchasing, vendor relations, implementation, and maintenance of all technology functions.

Key Responsibilities:

- Work with the CFOO to develop and execute a school-wide technology master plan to meet the School's educational, operational and cyber security needs for the present and the future.
- Serve as the leading source of information on trends, research, applications and effective practices in the fields of technology for schools.
- Provide leadership, evaluation, and day to day management for the Technology Department.
- In coordination with the Technology Department and other school department leaders, conduct a needs based assessment to recommend new technology products, capabilities, security integration among departments, and training needs.
- Work with the CFOO to develop operating and capital budgets for technology implementation, IT systems, networks and platforms.
- Review and formulate Technology Departmental policies, procedures and security measures; and recommend new or revised standards and protocols that are consistent with overall school values, policies and risk management procedures.
- Work with Technology Network Specialist to ensure security and maintain the School's internal and external networks and servers.
- Work with Marketing and Communications to support the School's website and myFoxcroft, and serve as the primary contact with Blackbaud.
- Work with Educational Technology Specialist to plan and supervise training for the schools' students, faculty, staff and administration.
- Oversee vendor relations, procurement, installation and implementation of information systems, servers, databases, telecommunications, and equipment.
- Oversee inventory of all school technology equipment.
- Maintain an active role in the regional and state technology community.

- In collaboration with the Educational Technology Specialist support the School's Technology Committee.

No job description can anticipate all responsibilities as such; there may be other assigned duties.

Qualifications:

- A bachelor's degree in an appropriate field (IT, computer science, engineering, systems management or related discipline is required. A Master's degree is preferred.).
- At least 6 years of experience, preferably in an educational institution.
- Expert knowledge of network management standards, operating systems and cyber-security.
- Expert knowledge of application software, interactive websites, databases and server technologies used in educational environments.
- Blackbaud experience strongly preferred.
- Proven experience as a change leader and supervisor.
- Strong organizational skills and the ability to successfully manage multiple projects and work under deadlines.
- Strong communication and interpersonal skills. Ability to build relationships with multiple constituencies and to convey clear messages orally and in writing.
- Ability to work independently and make decisions in accordance with established policies and regulations.
- Professionalism. High Degree of discretion and confidentiality must be held.

Other Qualifications:

All prospective employees must be able to clear a background and fingerprint check and TB screening.

Our community welcomes and celebrates the diverse histories, experiences, and identities of each of its members, and we believe that shared experiences - formal and informal - within a diverse community foster authentic human relationships and growth.

Foxcroft School strongly encourages the use of COVID-19 vaccines to safeguard the health of our students in a boarding school program, our employees, our families, visitors, and the community at large.

Physical Work Environment:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position an incumbent is required to regularly remain sedentary for long periods of time in meetings and while processing information and paper work both manually and on a computer.

The employee is required to stand; walk; use hands and arms to reach and hands to type and manipulate a computer keyboard and mouse. Specific vision abilities required by this job include

close vision, distance vision and ability to adjust focus. Additionally, the incumbent must be able to converse in clear English both written and orally, over a telephone and in person. The employee is regularly required to listen, physically direct, and speak.

Occasionally, an incumbent may be required to lift up to 25 pounds, traverse uneven terrain and climb stairs while moving about campus, bend and stoop. Work hours may vary and include days, nights, and weekends. Employees may be required to drive a vehicle for student needs and/or on School business. The noise level in the work environment is usually moderately quiet; however, variations in noise level may occur when the employee attends school functions such as assemblies, school dances, and other events.