

## Associate Director of Technology

Heathwood Hall Episcopal School believes that each employee makes a significant contribution to its success, and that contribution should not be limited by the employee's assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent or the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of the school's endeavors.

### **Job Summary**

Heathwood Hall is seeking a talented and experienced individual to be part of a highly-functioning Technology Team in a leadership role. The Technology Team serves all aspects of the school, operations to academics, and its members wear many hats. The Associate Director of Technology works closely with the Director of Information Services to provide: collaborative and independent leadership for the Technology Team, guide the technical and instructional support for faculty and staff, direction for the planning and implementation of solutions to serve the school: students, faculty, and staff. This position offers tremendous opportunity to grow as a leader and to build experience with both the academic and the operational technology of a school.

The right candidate will be a school person who is a mission and culture fit for our school. Depending on experience and interest, the ideal candidate will teach one or two classes during the school year.

This year-round position is full-time, benefits eligible, and non-exempt.

### **Essential Duties and Responsibilities**

- Provide leadership to the technology team that focuses on: an excellent user experience, promoting the meaningful integration of technology in the classroom, and effective planning to maximize budget resources and provide a reliable computing experience for students and faculty and staff.
- Be an instructional leader and an effective partner with the Academic Technology Specialist to provide further guidance and support for meaningful technology integration in the classroom.
- Provide guidance and support for the school's 1:1 program, along with the Academic Technology Specialist, and vision for the future of the program.
- Be an excellent communicator of technology-related information in a timely manner to all stakeholders.
- Work closely with the Director of Information services and the Network Administrator/Systems Manager to:
  - Ensure the wired and wireless network infrastructure is designed and maintained for optimal functioning.
  - Maintain a healthy Active Directory environment and handle the onboarding and offloading of users.
  - Install, update, maintain, and backup the administrative databases. Be a means of support for database users and facilitate the user's access and use of vendor technical support.
  - Evaluate and recommend technical systems and solutions to meet the changing needs of a dynamic school environment.

- Be responsible for Backup and Disaster recovery planning and the daily work of maintaining backups and a core infrastructure so backup and disaster go well when needed.

### **Qualification Requirements**

- Bachelor's degree in computer science, Information Technology, or related field.
- Experience as a leader or member of a school's technology team.
- Experience with running workshops and providing trainings.
- Experience working with a 1:1 program.
- Preferred experience with:
  - Apple's educational ecosystem: iOS, MacOS, MDM, and Apple School Manager.
  - Windows Server and Active Directory.
  - VMware vSphere
  - Networking and managing network equipment: switches, wireless, firewall
  - School-based databases (SIS, Admissions, Development) and Learning Management Systems
- Outstanding organizational skills and ability to manage multiple projects at the same time.
- Proven track record as an ambitious, self-starting, worker with a dedication to meeting deadlines.
- Exceptional written and oral communication skills.
- Demonstrated success as a confident problem solver.
- Must be able to lift 35 lbs.
- Outside travel is occasionally required around the outdoor campus

This position will occasionally require work that happens outside the regular work day, weekends and evenings, some of which is planned and some in response to technical issues that were not predictable.

### **The Technology Department at Heathwood Hall**

Director of Information Services – The Dir. of Information Services works collaboratively with the Associate Director of Technology to provide leadership and vision for technology. This position includes other administrative responsibilities as a member of the school's Advancement Team.

The Associate Director of Technology – This position, as described above, is the day-to-day leader of the technology department working collaboratively with the Dir. of Information Systems for general leadership and vision. This position offers potential growth in technology leadership.

The Technical Support Leader – This person has the primary role of technical support across campus; working closely with the rest of the team to provide excellent technical support to all users across the many systems and individual needs. This role has also become important in our makerspace working collaboratively to provide a rich experience for students.

The Network Administrator/Systems Manager – The Network Administrator/Systems Manager is the lead on core elements of infrastructure and computer systems on campus. This role provides day-to-day management and maintenance of wired and wireless networking, disaster and recovery, databases, Windows systems, as well as planning for long-term growth and reliability of these systems.



The Apple MacOS Systems Manager/Teacher/Makerspace Leader – The Apple MacOS Manager provides management and direction for the MacOS systems on campus, has taken a lead role in the founding and growth of a makerspace for students across campus, and teaches computer courses in the Middle and Upper School divisions.

The Academic Technology Specialist – Is the lead person on campus promoting the effective and meaningful integration of technology into the classroom, both in student work and faculty instruction. This person is also the lead on our 1:1 iPad program which covers grades 3-8 and has connected elements in grades K-2. This person also teaches technology classes to students in grades 5-8. This role has also become important in our makerspace working collaboratively to provide a rich experience for students.

To apply for this position, please submit resume, list of references, a statement of educational philosophy and a cover letter to:

Heathwood Hall Episcopal School  
John Caballero  
Director of Information Services  
FAX 803-748-4755  
Email: [jcaballero@heathwood.org](mailto:jcaballero@heathwood.org)

***No phone calls please.***

Heathwood Hall Episcopal School is an affirmative action/equal opportunity employer. Heathwood Hall Episcopal School participates in E-Verify, as mandated by South Carolina law. This position will require a Criminal Background Check.

