



POSITION STATEMENT

ASSOCIATE DIRECTOR OF TECHNOLOGY FOR DATA SYSTEMS

Start Date: July 1, 2025

OVERVIEW

Brooklyn Friends School (BFS), a thriving Early Childhood-12th grade Quaker school located in vibrant Downtown Brooklyn, seeks an **Associate Director of Technology for Data Systems** within a dynamic community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars – diversity, equity & inclusion; global social impact; and wholeness & wellbeing – serve as guideposts for our action-oriented collective work. [Our school's history](#) has been illustrious and reflective of the expansive nature of human experiences. Guided by our [mission](#), BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style. Brooklyn Friends School does not discriminate based on these characteristics or any characteristic prohibited by law and provides reasonable accommodations to otherwise qualified colleagues and applicants. If you need an accommodation related to any part of the hiring process, please send an email to hiring@brooklynfriends.org.

[This short video](#) gives you a glimpse into our contemporary experience.

THE POSITION

The **Associate Director of Technology for Data Systems** plays a crucial role in managing, overseeing, and optimizing the school's data systems to enhance operational efficiency and support strategic decision-making. This individual will be responsible for overseeing the administration, integration, and security of data systems including the main student information systems (SIS) and all database platforms across the institution. Reporting to the Director of Technology, the Associate Director will collaborate closely with academic and administrative teams to ensure seamless data workflows and user-friendly digital experiences.

PROFESSIONAL RESPONSIBILITIES

This position reports to the Director of Technology

- **Data Systems Management:** Direct and oversee the implementation, maintenance, and optimization, of all school-wide and area-specific data systems, and supervise/assign/direct the work of the Registrar
- **Data Integrity & Security:** Develop and implement security controls/permissions to all-school data systems to protect the private and confidential nature of student, family and personnel information; oversee and effectuate data compliance policies to ensure adherence to applicable regulations (such as FERPA and COPPA)

- **Technology Leadership:** Assist the Director of Technology in leading the technological efforts to support the strategic and operational goals of the school
- **Integration & Automation:** Develop and implement integrations between data platforms to improve efficiency and user experience
- **Academic Schedule:** Collaborate with the Scheduling Committee and learning community leadership teams, to create and develop the academic schedules for the Early Childhood / Lower School, Middle School, and Upper School learning communities. Coordinate student course requests in the school database and utilize additional technology tools to generate an academic schedule that maximizes the student experience within the allocation of time blocks, classroom spaces, and colleague availability
- **Collaboration & Leadership:** Work closely with academic and administrative leaders to align data strategies with school priorities. Coordinate with database administrators within other areas of the school– including but not limited to the Enrollment, Advancement, Athletics, and Finance offices– to ensure data strategies and data management practices are consistent across the institution
- **Reporting & Analytics:** Generate reports and dashboards to support data-driven decision-making at the institutional level
- **User Support & Training:** Provide training and support to colleagues in various departments and learning communities in order to maximize effective use of data systems
- **Technology Innovation:** Stay informed of emerging trends in educational technology and data management to enhance BFS's digital infrastructure

Qualifications and Characteristics Sought:

- Bachelor's degree in Information Systems, Computer Science, Educational Technology, or a related field
- 3+ years of experience managing data systems in an educational setting
- Proficiency in SIS, LMS, and other educational technology platforms and experience with Blackbaud platforms preferred
- Experience with SQL, APIs, scripting, or automation tools is a plus
- Excellent problem-solving, communication, and interpersonal skills
- Strong understanding of data privacy laws and best practices
- Commitment to the values of diversity, equity, inclusion, and belonging

Physical Requirements of the Job:

- Must be able to work in an office environment including prolonged periods of sitting and standing.
- Must be able to stand, bend over, twist and reach to access file cabinets, bookshelves and navigate office and workstation spaces.
- Must be able to ambulate through a classroom setting, including walking up stairs.
- Must be able to lift and carry small children up to 40lbs in the case of emergency.

Union Status: Non-Union

Salary Range: \$99,619 - \$117,452

*This salary range represents the expected **annual** salary range for this position. Ultimately, in determining your pay, we'll consider your education level, experience, and other job-related factors.*

- **Benefits:** Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance. Benefits are subject to change at any time, and are subject to applicable plan documents.

To apply, please provide the following:

1. Cover letter addressed to Director of Technology Raymond Shay. Along with punctuating your interest and experience, your cover letter should also address how you feel that your professional journey aligns with our school's Quaker values and pillars of DEB, global social impact, and wholeness & wellbeing.
2. Resume/Curriculum Vitae
3. List of three references (with emails, phone numbers, and relationship to you).
4. Completed [online application](#).

Please email the above attachments (if possible as a single PDF) to hire@brooklynfriends.org and rshay@brooklynfriends.org, and put **Associate Director of Technology for Data Systems** in the subject line.

Brooklyn Friends School COVID-19 Vaccination Policy:

We appreciate your interest in employment at Brooklyn Friends School. We would like to note that the School has a mandatory COVID-19 vaccination policy, which requires all faculty and staff to be fully vaccinated and provide proof of vaccination.