Flintridge Prep - Director of Technology Job Description

Flintridge Prep seeks a Director of Technology who will provide management and oversight of the Technology Department while adapting to and anticipating the technological needs of the leadership team at the school. This role ensures that the priorities and procedures of the Tech Department match the philosophical and strategic needs of the school, overseeing the technology budget and annual purchasing cycle. The position is responsible for the security posture of the school, communicating with and training the school community on new Tech tools and policies. This role is ultimately responsible for the reliability of campus Tech resources. The position and oversees 4.25 FTE employees within the Tech Department, setting priorities for the department and collaborating with Leadership when strategic initiatives involve technology.

The ideal candidate will be a "people person" who takes an active interest in the culture and community of Flintridge Prep and matches the department's projects to the rhythms of the school year. This person is able to communicate Tech needs clearly to Leadership. They will stay versant with trends in EdTech, instructional technology, cybersecurity, device management, information systems, and infrastructure technologies as well as legislation relating to students' use of school technology resources and general data privacy law.

Duties and Responsibilities:
• Develop and implement a Technology strategic plan in alignment with the school's mission statement and strategic plan.
• Foster relationships with faculty and Department Chairs to assist with instructional technology integration and working with administrative leadership to enhance and support the curriculum.
• Oversee the technology staff hiring, mentoring, and professional development.
• Formulate technology departmental policies and procedures and technology use policies for faculty, staff, and students.
• Short-term and long-term technology planning and budgeting in a K-12 environment.
• Identify training needs and facilitate training workshops or development programs for faculty and staff to communicate and implement new technology solutions.
• Oversee the security posture of a school and develop and maintain both a disaster recovery and business continuity plan.
• Lead a service desk team that ensures both prompt and thorough resolution of issues, SLA reporting, and high user satisfaction.
• Oversee all applications and information systems used by faculty, staff, and students.
• Lead an infrastructure team that manages the network, servers, telecommunications, workstations, printers, mobile devices, audio/visual, projectors, and related peripherals.
• Serve as a source of information on trends, research, applications, and effective practices in the field of EdTech and instructional technology in schools.
• Project management and change management.

Qualifications:
• Bachelor's degree in technology or a related field; and at least five years of directly related experience and/or formal training; or equivalent combination of education and experience is required.
• At least five years of experience in a K-12 education technology leadership role is highly preferred.
• Knowledge and understanding of state and federal student data privacy laws including but not limited to FERPA, COPPA, and CIPA is preferred.
• Experience with Microsoft 365 and Google Workspace for Education is preferred.

- Experience with Blackbaud OnCampus is preferred.
- Experience with Microsoft SCCM, Endpoint Manager, and Jamf a plus.
- E-Rate funding experience a plus.
- ITIL (v3 or later), PMBOK, or EdTech certifications a plus.

Flintridge Prep warmly welcomes candidates of all backgrounds and experiences.