



Job Announcement

The Bay School of San Francisco

Position: Director of Information Technology

F.T.E.: 100% (exempt, 12-month)

Reports to: Head of School

Direct reports: Information Technology Associate

Located in the Presidio of San Francisco, The Bay School is an independent, college preparatory high school committed to providing its students with a challenging, innovative curriculum and a collaborative, supportive community. Our flexible, open-minded staff and faculty members (“staffulty”) foster and model curiosity, critical thinking, intentionality, good humor and respect for diversity. As co-builders of a young high school, they contribute to a positive community. Our campus also serves as headquarters for the CATDC (California Area Teachers Development Collaborative).

The Bay School seeks an innovative IT professional to provide leadership for the planning, development, implementation and evaluation of technology infrastructure. This person will be responsible for ensuring the delivery of highly effective technology systems that support both teaching and learning, as well as the business operations of the school. The Director of Information Technology will partner closely with the Director of Educational Technology in all ways that involve supporting faculty and student achievement in the high school classroom.

The ideal candidate will have a proven track record of working collaboratively with others to leverage technology in meeting organizational missions. This technology leader will have experience in building cross-functional teams and in delivering excellent, personalized customer service to all constituencies in the community while creating a secure IT landscape. Specific responsibilities include providing hands-on support for network infrastructure (wired and wireless), all physical and virtual servers, backup systems, network security, video systems and emergency broadcast systems.

The Bay School Tech Department is a three-person team that supports over 400 users and roughly 500 devices throughout campus. The Director of Information Technology will partner with the Director of Educational Technology both to clarify the school’s technology vision and to implement a technology plan that meets the current and future needs of a dynamic 21st-century learning environment. The successful candidate will join Bay at an exceptionally exciting time in its development, with the opportunity to impact the school’s long-term vision for technology implementation through its upcoming strategic planning process. For someone interested in building and creating in a future-focused community, The Bay School offers a unique opportunity.

Major Responsibilities:

The Director of Informational Technology is both visionary and manager. S/he considers the present and imagines the future in developing the systems that will allow the school to fulfill its mission in preparing students to become creative, ethical leaders. In addition, s/he manages all aspects of the technological infrastructure of the school and directly supports the adult and adolescent users of that technology. The scope of the job is broad and includes, but is not limited to, the following:

- Overseeing the laptop program and Mac Lab, including network management, the installation of network hardware, and the repair of all electronic equipment, computers, and peripherals;
- Reviewing and negotiating preferred vendor relationships including laptop procurement and maintenance, software licensing, installation, and upgrade continuity;
- Managing non-educational platforms and databases for constituencies including the admissions, development, communications and finance departments (in conjunction with the programming associate);
- Collaborating with the Director of Educational Technology to develop and oversee tech budgets and manage those technological functions that support the academic program, along with facilitating seamless, efficient implementation of educational platforms at a technical level;
- Ensuring the continual functioning of mission critical operations including file servers, email systems, internet service, wireless network, web servers and website service, physical plant systems, security systems, VOIP phone systems, and emergency broadcast/communication systems and others*;
- Monitoring and managing network resources to maintain efficiency and security;
- Holding primary responsibility for the back-up, security and stability of the school's systems and data in response to accidental outage or damage, natural disasters, malicious attack, and other threats;
- Overseeing hardware distribution, inventory database of school's hardware/software and maintenance cycles;
- Supervising, training, assisting, guiding and evaluating all subordinate staff; assigning technology staff priorities and activities; and monitoring office work flow;
- Supervising the IT Helpdesk to provide 24x7 on-site and remote support to faculty, staff and students concerning hardware and software;
- Overseeing and supporting the student technology group including its role in student orientations in concert with the Dean of Students and the IT Associate.

**VMWare ESX, Linux, OS X and Windows servers, LDAP, SMTP, POP/IMAP, DHCP, FTP, DNS, and (remotely) Apache, MySQL, and PHP*

Qualifications:

The ideal candidate will possess:

- BS or BA in Computer Science, Systems Management or related field
- Three or more years of experience serving as an IT director or managing a technology team and corporate/institutional technology infrastructure
- Ability to work collaboratively to achieve collective goals

- Flexibility in all areas of work life
- High interest in serving a not-for-profit, mission-based institution
- Experience creating and implementing operating plans and goals
- Outstanding organizational skills, with ability to juggle long-range planning while prioritizing and completing multiple tasks simultaneously
- Excellent interpersonal and cross-cultural skills
- Outstanding oral and written communications; skilled at communicating technical information to non-technical personnel
- Experience with recent GAFE migration is a plus
- Previous experience with independent schools preferred but not required
- Solution-driven and improvement-oriented mentality
- Commitment to diversity, equity, inclusion and anti-bias work
- Commitment to the educational mission of the school
- Love for working with a diversity of people, especially teens

Requirements:

Must be available to be on call for after-hours emergencies, able to lift 35 pounds and obtain DOJ fingerprint clearance (mandated for work in a school).

Application:

If interested in the position, please submit your resume/C.V. and a letter articulating your interest in and fit for the position to jobs@bayschoolsf.org

The Bay School does not discriminate on the basis of race, color, religion, gender, national origin, ancestry, sexual orientation, age or any other characteristic protected by law. We are committed to having a faculty, staff and student body that reflect the diversity of the Bay Area. We strongly encourage candidates of color to apply.