

## Director of Technology

Exempt - 1.0 FTE

**Begin no later than July 1; spring start an option**

(Salary Range \$115 - 125K depending on experience and qualifications)

### Our Mission

Bertschi School educates children to become compassionate, confident and creative learners in a global community.

### Our Values

We value integrity, inclusiveness, respect, and a commitment to renewable resources and sustainable practices.

### Our Approach

Bertschi School believes that students learn best when they are:

- safe and known in an inclusive community that values diverse perspectives
- supported in developing social-emotional skills
- provided academic choice and challenge at their “just right level”
- engaged in meaningful work
- encouraged to problem solve through inquiry, trial, and error
- empowered to take risks and make change
- given opportunities to collaborate and dialogue with a diverse group of learners

### Our Diversity, Equity, and Inclusion Statement

Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious, and socioeconomic backgrounds, gender identities, learning styles, physical abilities and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school.

### Our School

Bertschi School, founded in 1975, is a Washington State approved elementary school. We are an accredited member of the Pacific Northwest Association of Independent Schools (NWAIS) and the National Association of Independent Schools (NAIS). The school serves children from pre-kindergarten through grade five.

### General Summary

The Director of Technology’s role is to provide a reliable and consistent technology platform for Bertschi School’s educational programs and administrative functions. Following best practices, staying current, and being efficient are all part of the goal of providing these functions. The Director of Technology reports to the Head of School and works with the school’s leadership team and technology team to define the goals of the school’s technology needs. The Technology Director has overall responsibility for the Bertschi School computer network and its services.

## **Administrative Role**

- Set a vision for the role of technology in the strategic goals and operational functions of the school.
- Provide guidance and vision for technology needs as the school enters a campus master plan phase.
- Work with the Head of School as part of the leadership team to help determine and manage the school's day to day administrative functions and operations.
- Supervise and support two Technology Support Specialists. The duties of that position are defined in a separate job description.
- Communicate with the school administration and teaching staff about the overall status of the school's technology planning, changes, or technical issues.
- In partnership with the Technology Support Specialist, Instructional Coach, and Assistant Head of School, evaluate new software and hardware through the evaluation request process.
- Establish training opportunities and sessions for faculty and staff in collaboration with the technology team. Lead or assist with one-on-one or group training sessions.
- Comply with software licensing and assure school compliance with all licensing on school equipment.
- Manage relationships with consultants for various support roles including security, network configuration, deployment, and other functions.
- Maintain inventory of all technology equipment purchases. Work with Technology Support Specialist and Technology Integration Specialist to assign asset tags and keep track of status of equipment through its life cycle.

## **Technology Budget**

- Oversee and manage technology budgets, including maintaining records of all purchases and tracking budget categories and technology plans.
- Manage purchasing and installation of all technology and AV equipment. Negotiate competitive pricing and contract renewals.
- Plan future budgets in collaboration with the technology team and Chief Financial Officer, including technology needs in future building or remodeling projects.

## **Network Systems**

- Maintain network infrastructure, including cabling systems, wired and wireless network hardware, firewall, and Internet connection hardware. Perform moves and changes in data closets, classrooms, and offices as equipment is expanded or reconfigured.
- Maintain equipment and network operating systems on hardware and servers supporting network functions as well as file and database servers. Perform equipment and software

updates to maintain network availability, data storage, performance, and reliability. Install and support network-based applications.

- Provide a secure network environment through maintenance of network firewall, content filter, intrusion prevention software, and cloud-based services.
- Perform automated and manual backups of the server and administrative workstation data. Maintain logs of backups and provide a secure method of storing backup media for restoration if needed.
- Determine and manage the technical status of the network through network management software and plan for future capacity. Maintain network infrastructure map and documentation.
- Provide user-level network services including assigning accounts and passwords, setting permissions, and assisting faculty and staff with network access and use of network and cloud-based applications.

## Electronic Mail

- Administer e-mail services, including setting up accounts and passwords for new users, setting permissions, and deleting old accounts. Setup and maintain email groups for classes (parents), students, and all employee groups.
- Manage cloud-based email service (Google) and interrelationship to Student Information System and Web Site.

## Internet / Intranet

- Ensure our infrastructure matches the strategic, programmatic, and operational goals of the school.
- Maintain a relationship with Internet Service Provider(s) to assure ongoing connection to the Internet at minimum cost. Negotiate contracts and maintain connections. Work with Facilities Manager to provide data connection for phone services.
- Develop Intranet services to provide internal access to student records, shared files, photo repository, video server, and directory services.
- Assist librarian and technology integration specialist with cloud-based software for library catalogue, reference software, and assessment tools.
- Manage network security including firewall and other network hardware, wireless network, security software, and awareness training.
- Manage technical relationships with cloud-based providers for, student information system (SIS), web site, email, calendars, library catalogue, data storage, and remote access.
- Manage relationship with developer and hosting provider for web site and act as the liaison for the school for development of the site and troubleshooting issues. Maintain all user accounts for web portal and manage relationship between web portal and SIS. Assist admin staff with feature requests and other support for content management they perform.

## **Secondary Duties (as backup for or in collaboration with Technology Support Specialists)**

- Provide on-call assistance and support to all faculty, support staff, and administrative staff for end-user applications and hardware including laptops, desktops, and printers.
- Provide technical assistance to Technology Integration Specialist regarding computer lab hardware and software, student access to files, and all other related technology issues.
- Provide workstation software setup, training, and technical support to faculty and staff for applications, email, and calendaring functions.
- Deploy new and update existing student laptops and iPads each summer to maintain OS and other software updates.

## **Other Duties**

- Attend staff and other meetings as requested.
- Be an active member of the technology committee. Assist the committee with planning and setting policies regarding technology.
- Be an active member of NWAIS and maintain contacts with peers to track trends and issues concerning technology.
- Pursue professional development through technology-related classes, seminars, conferences, and publications. Follow industry trends to maintain flexibility in network and platform changes.

## **Skills and Competencies**

- A Bachelor's degree in computer science, technology, or a related field.
- 5+ years experience managing technology and network functions, including support staff, preferably in a school setting.
- Broad experience with Apple computer products with current experience with Mac OS and iOS device deployment and management.
- Expertise in G-Suite, SonicWall, Craft, PCR Educators, Windows Server, and DATTO administration desired
- Proficiency in Filemaker Pro, Deploy Studio, and Jamf a plus.
- Excellent problem-solving skills and an ability to manage multiple concurrent projects.
- Strong interpersonal, verbal, and communication skills with an ability to work well under pressure.
- Comfortable working with children and teaching staff in classroom settings.
- Ability to keep information secure and in the strictest of confidence.
- Experience engaging with diverse students, families, and colleagues.
- Ability to participate in dialogues about DEI topics in educational settings.

# Opportunity for Employment

Bertschi School offers competitive compensation and benefits, resources for professional growth, and a sense of shared mission and accomplishment. Bertschi School promotes a culture that encourages life balance and a healthy work environment where students, faculty, and staff are encouraged to contribute their own ideas and spirit. Salaries and benefits are in line with other independent private schools in the Northwest. For more information, visit our website at [www.bertschi.org/jobs](http://www.bertschi.org/jobs)

**Application Process:**

No phone calls will be accepted. Interested candidates are invited to complete the [Bertschi application form](#) and submit a cover letter and resume to

Director of Technology Search  
[employment@bertschi.org](mailto:employment@bertschi.org)

Please submit materials in .PDF format.

*Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School does not discriminate on the basis of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.*