Mission: Episcopal Day School prepares students for a life of learning and meaningful service in a diverse global world by providing academic excellence and character formation inclusive of all God's children and grounded in the Episcopal tradition.

Job Title:	**Director of Technology**	**Wage/Hour Status:**	Exempt F/T – 12 Month
Reports to:	Head of Lower School		
Supervises:	Media Center Specialist, Instructional Technology Coordinator, and Technology Support Specialist		

_____

Qualifications:

Education/Certification:
- Bachelor's degree from accredited college or university
- Valid Driver's License

Special Knowledge/Skills:
- Thorough understanding of and ability to support school operations.
- Strong organizational, communication, and interpersonal skills.
- Ability to collaborate and forge a shared vision of institutional excellence among key stakeholders.
- Ability to adapt to multiple operating systems/platforms and multiple software applications.
- Proficiency in use of MS Office, Google Apps for Education, RenWeb, Quickbooks, and other technological applications.
- Knowledge of government policies related to education technology (i.e., COPPA & FERPA).
- Ability to interpret policy, procedures, and data.
- Ability to manage budget and personnel.

Experience:
- Five years of related experience - classroom teacher, grade level / team leader and or committee chair preferred.
- Leadership in technology in an independent school setting preferred.

Major Responsibilities and Duties:

Program Planning
- Provides technology vision and leadership in the planning and implementing of information systems to support faculty, staff, students, and parents.
- Develops and oversees budgets and purchases related to software, hardware and access to information including administration, classroom needs, and faculty.
- Oversee the library and technology operations and personnel, organizing appropriate, learner-centered access to information, and ensuring teacher and student needs are met.
- Oversee the planning, implementation, purchasing, and training for all computers, software, reproduction, security, and electronic communications equipment used at the school.

- Meets regularly and consults with faculty, library staff, division heads, and grade levels to discuss and assist with classroom and instructional uses of technologies.
- Researches, analyzes, and evaluates new technologies for potential applications in instruction.
- Promotes the implementation of technological innovations.
- Provides assistance to faculty, staff, and administrators who have technology (hardware, software, application) needs.
- Develops and implements user-training programs and professional development; creates demonstrations of instructional applications of technologies; plans, coordinates, and conducts special topics workshops in the use of technologies in instruction for faculty, staff, or conferences.
- Support the school and its leadership in furthering the mission of EDS including strategic planning at it relates to information access and facility planning that ensures state of the art information access.
- Facilitate communication between staff, management, and vendors.
- Oversee the management of multiple information and communications systems and projects, including voice, data, imaging, backup, and office automation.
- Provides reports and input during admin team meetings.
- Develop, in coordination with the tech team, a multi-year technology plan for the entire school that includes a detailed budget plan.

Policy, Reports, and Law
- Follows the policies established by federal law, state law, Episcopal Diocese of the Central Gulf Coast and the EDS Employee/Personnel handbook.
- Create and oversee the import and maintenance of computerized reports, records, and other documents.

Budget and Inventory
- Administer the technology budget and ensure that programs are cost effective and that funds are managed prudently.
- Oversee the maintenance of current inventory of technology supplies and equipment and recommend disposal and replacement of equipment as needed.

Communication
- Establish and maintain open lines of communication with students, parents, and community members.
- Maintain a professional relationship with colleagues, students, parents, and community members.
- Use acceptable communication skills to present information accurately and clearly to parents, students and administrators on a regular basis.
- Provide technical guidance and support for a successful web presence that best encapsulates the school community.

Community Relations
- Articulate the school's mission and goals and solicit support in realizing mission.
- Demonstrate awareness of school needs and initiate activities to meet those needs.

Professional Growth and Development
- Lead planning and implementation of professional development for faculty and staff as it relates to goals stated in the strategic plan and overall mission and vision of school growth.
- Work in collaboration with division directors to coordinate curriculum and instructional planning needs, as well as teacher professional development.
- Maintains a school presence at academic technology conferences and promotes resources to division directors and teachers in order to encourage professional development.
- Continue to develop needed professional skills appropriate to job assignment.
- Demonstrate behavior that is professional, ethical, and responsible, and serve as a role model for colleagues and students.

- Attend school meetings as required by job assignment.

Other

- Perform other duties as assigned by supervisor or Head of School.

To apply, please submit a cover letter addressing the qualifications, experience, and responsibilities specified above, a current resume or CV, a copy of higher education transcripts (unofficial copies will suffice initially), and a list of at least three professional references. All materials should be submitted electronically as PDFs and emailed to cbrown@edscc.org, specifying "Director of Technology Opening" in the subject line.

EDS is an equal opportunity employer. All applicants are considered for all positions without regard to age, race, color, national origin, religion, sex, sexual orientation, marital or veteran status, medical condition, or disability, or any other legally protected reason.