

Director of Information Technology

King School is a PreK-12 independent, college preparatory day school located in Stamford that serves the diverse families of Fairfield and Westchester counties. King School seeks more than achievement for our students. We open minds and spark courageous thinking. Every day, our students discover and forge their unique paths to excellence as we teach, guide, and cheer them on. Because when we set better standards for both the experience and outcomes of education, students cultivate the insights and heart to own their future.

At King, we seek to employ staffulty - our staff and faculty - who love working with children, have passion for and expertise in their subject matter, exhibit a growth mindset, embrace the multidimensional roles we each play, and prioritize the learning process for students and staffulty.

King School teachers understand that true learning is nurtured through authentic and meaningful student-teacher partnerships. When students are known both as learners and as people by their teachers, students become better self-advocates and more responsible for their own emotional and academic well-being.

We expect our teachers to consistently incorporate student-centered best practices. We constantly seek ways to deepen our understanding of the dynamic relationship between the learning and teaching processes. When students have the chance to apply their learning in tangible ways, they are able to experience concepts more fully, synthesize disparate disciplines, and reach a deeper understanding. Lower school students at King explore activities like role-playing, visualizations, model building, and fun experiments. Hands-on learning for middle and upper school students include fieldwork, collaboration to solve real community challenges, and other projects that bring knowledge to life.

Diversity is foundational to academic and professional excellence and therefore is a core value at King. We think, learn, and work more deeply due to the many facets of diversity in our community, including but not limited to gender, race, ethnicity, religion, socio-economic status, sexual orientation, age, ability, and learning style. We leverage cultural differences and intellectual diversity to create an inclusive and vibrant learning community, endeavoring for each person to feel seen, heard, valued, and respected.

Job Title: Director of Information Technology
Division: Administration
Reports to: Director of Technology Integration and Innovation

Job Summary:

The Director of Information Technology directly manages the day-to-day operations and technical staff of the Information Technology department, including but not limited to developing and managing physical and logical security for the network infrastructure and data. The Director of Information Technology will research, make recommendations, install, develop and maintain all necessary hardware, software services as well as other technologies to ensure a high-performing network and technology infrastructure. The position strives to maintain a high level of internal customer satisfaction and support by monitoring the help desk and maintaining an inventory to ensure the department provides and manages corrective, proactive, and preventative maintenance for all school-wide resources. This position works closely with

the Director of Technology Integration and Innovation to properly disburse funding for purchases and equipment and install, help develop, document, train and maintain school-wide network resources.

Responsibilities:

- Provide system administration, analysis, design, and function for all servers and maintain and administer user management and email environments. Make recommendations for updating and authorized changes to system software.
- Facilitate interaction with all departments, technical support team, and material vendors.
- Direct technical staff and vendors for maintenance and troubleshooting of all server systems, problem resolution, and upgrades of installed hardware systems, application and data communications software, telephone systems, and upgrade.
- Supervise and implement network security hardware/software and recommend network capacity planning and design of new and expanded network technology.
- Provide technical expertise in working towards effective software recommendations and upgrade solutions.
- Develop and maintain operational policies and procedures and document all software/hardware changes and updates according to industry standards and procedures.
- Assist in the plans and development of systems for carrying out school and divisional technology plans.
- Create and maintain a school-wide disaster recovery and backup testing plan.
- Maintain and administer all legal internet domains.
- Supervise upgrades to network hardware and software components as required and approved and supervise the establishment of network users, user environment, directories, and security for networks being installed.
- Provide software and hardware installation and support to our internal users.
- Develop new processes as necessary to ensure mission-critical systems are maintained; provide expertise in identifying appropriate methodologies for development efforts.
- Coordinate and supervise server backup including installation and upgrading of all backup software, hardware and software testing, and physical server backup to tape.
- Through formal and informal training, continue the development of personal and professional skills by staying current with trends in information technology.
- Establish and participate in industry and other professional networks to ensure awareness of social, economic, and other trends that may affect the business or direction of the schools' initiatives, policies, and programs.
- Completes other responsibilities other items as delineated by the Director of Technology Integration and Innovation.

Qualifications and skills:

- AA/BS/BA in a related field, or industry specific certification.
- Must have previous experience in supervising staff.
- Must possess strategic thinking skills.
- Must have outstanding communication and presentation skills.
- Avaya IP Phone systems experience.
- Avigilon Camera and Access Control experience.
- Knowledge of physical security systems.
- Valid driver's license.
- Demonstrated capacity in cultivating an environment conducive to cooperation and teamwork.
- Knowledge of the following technologies, but not limited to:

Firewalls	Routers	Switches	VLANs
Cabling	Wireless	Server 20XX	DNS

DHCP	TCP/IP	HTTP	SQL
Backups	SMTP	GSuite	iPads
Virtualization	Desktops	Windows 10	Office 20XX
Macintosh OS	FileWave	iOS	Active Directory

- Operates with a high degree of autonomy and represents the department in interactions with internal and external constituencies in a calm, friendly, and efficient manner.
- Excellent communication skills and ability to constructively collaborate with colleagues.
- Capacity to work in culturally responsive professional practices that incorporate diverse and multiple perspectives from all constituents, including colleagues, trustees, families, students, and vendors.
- Demonstrated initiative and savviness in cross-cultural competence, ability to value, work within, interact with, and incorporate diverse and multiple perspectives. Ability to negotiate and facilitate a shared understanding and common goals across cultural differences in a professional setting.
- Ability to work in an environment that reflects our diverse community, including but not limited to diversity in race, ethnicity, gender identity, socio-economic status, ability/disability, belief, sexual orientation, and national origin.
- Must have a demonstrated alignment with King's [Mission](#) and [Virtues](#).

Classifications:

Full Time, Exempt.

Physical Demands:

The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 75 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to walk and sit.

To apply please email resume and cover letter to employment@kingschoolct.org.

King goes beyond just stating that we are Equal Opportunity Employer. Our goal is to intentionally hire a diverse pool of world-class stafffully to enrich the educational experience of students. King seeks candidates committed to teaching and working in a multicultural environment where varied identities are valued and respected.