

Title: Director of Information Technology

Reports To: Chief Financial Officer

Basic Function and Responsibility

Reporting to the Chief Financial Officer, the Director of Information Technology works with members of the community to articulate, develop and implement a vision for the use of educational and administrative technology to advance the mission of Brewster Academy. Combining the best attributes of an educational and a technological leader, the Director will:

- develop technology plans for the future,
- manage the financial resources needed to implement these plans,
- establish communication and collaboration between the Office of Technology and the various Brewster constituencies,
- ensure the operability and reliability of the technology network and computers, and
- ensure that employees receive the necessary training to use Brewster technological resources to their fullest.

Primary Duties and Responsibilities

Strategy and Planning

- Develop and implement a comprehensive strategic Information Technology (IT) plan; review regularly and revise accordingly.
- Manage the IT department project portfolio: prioritize, plan, organize, and allocate resources.
- As a member of the School Management Team, interact with Brewster leadership to support the attainment of key outcomes.

Support, Teamwork, and Supervision

- Manage IT staffing including recruitment, supervision, scheduling, professional development, and evaluation.
- Work collaboratively with the IT staff to develop performance goals for the IT team and individuals.

Operational Management

- Research and budget technology needs.
- Manage the help desk and work order system to provide high-quality and timely technical support.
- Review performance of IT systems to determine productivity levels and operating costs.
- Authorize and oversee the deployment, monitoring, maintenance, development and support of all hardware and software based upon departmental needs.
- Develop and implement all IT policies and procedures, including those for architecture, security, disaster recovery, standards, school-wide acceptable use, purchasing and service provision; review regularly and revise accordingly.
- Develop bid requirements for all hardware and software upgrades, review submitted bids for compliance with stated requirements, make vendor recommendations to CFO.
- Purchase and install new hardware and software.

- Administer vendor and consultant contracts and service agreements.
- Assist library staff to guide and assist students and staff
- Educate employees in the use of new media and technologies.
- Build and maintain expertise in a wide range of resources and technology.
- Provide backup for other members of the IT staff when needed.

On-Call and Weekend Duty

- Create and implement a schedule for 'on-call' coverage; participate in coverage

Other duties as may be assigned.

Position Requirements

Formal Education/Certification

- BS in computer science, information systems, or related discipline; Master's degree preferred.

Knowledge/Expertise

- A minimum of 7 years of experience in technology management, preferably in an educational environment and in progressively responsible roles.
- Proven experience in IT infrastructure strategic planning and development.
- Experience with systems design and development from requirements analysis through to day-to-day operations
- Knowledgeable of emerging educational technologies, standards and regulations, and industry trends.
- Proven supervisory and staff development skills coupled with strong interpersonal skills and the ability to work effectively with a wide range of constituents in a diverse community.
- Proven customer-service experience.
- Experience in the development of security policies, procedures, program and awareness procedures.
- Ability to support the integration of Brewster's administrative databases.
- Strong understanding and technical knowledge of current network and computer operating systems, hardware, protocols and standards; familiarity with the Macintosh OS and Google G-Suite preferred.
- Knowledge of business theory, business processes, management, budgeting and purchasing operations.
- Knowledge of applicable laws and regulations and emerging legal issues as they relate to IT.

To Apply

For more information please visit www.brewsteracademy.org/employment. To apply, please send a cover letter and a resume to deborahandrews@comcast.net EOE