DERBY ACADEMY

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Director of Information and Education Technology

Derby Academy, a Pre-Kindergarten through Grade 8 co-educational day school with 350 students located in Hingham, Massachusetts, seeks a Director of Information and Education Technology beginning in July 2022. Rooted in the school's motto, "*Improve Both Mind and Heart,*" Derby provides students with a joyful and rigorous academic environment. The Director of Information and Education Technology is charged with developing and implementing a strategic vision in all areas of technology for the school. The Director must be a strategic thinker with strong communication, organizational, and interpersonal skills. The Director engages with administrators, educators, support personnel, parents, and students to extend responsible and creative use of technology. The Director works with other school administrators to ensure that the technology program, hardware and services meet the needs of the institution and is responsible for overseeing the appropriate use and functioning of technology across all aspects of the school. The Director reports directly to the Head of School, is a member of the Leadership Team, and supports all students and faculty as a community of learners and educators.

A successful Director of Information and Education Technology will:

- Ensure that the school's network and other technology resources are used safely and responsibly;
- Lead efforts in the integration of technology applications across the PreK-Grade 8 curriculum by working with faculty and the Center for Teaching and Learning;
- Be experienced with Google's Workplace for Education, Windows Domain Administration, Office 365 Administration, Windows and Mac Operating Systems, Cisco Networking, Scout DNS, Blackbaud onCampus Products, VoIP systems, API and SSO integrations, and other school systems;
- Have technical trouble-shooting skills for hardware, software, printing, and audio-visual;
- Be customer service focused in working with faculty, students, administrators, and parents;
- Be a strong planner, problem-solving, and communicator with exceptional written, oral, interpersonal and presentation skills;
- Be able to consistently exercise discretion and good judgment.

Responsibilities:

- Manage technology infrastructure and systems including the school's data network, laptop and tablet devices, VOIP systems, access controls, and classroom display technologies;

- Support the Leadership Team in employing technology solutions for efficient management of the organization;
- Provide technical assistance with hardware usage, software applications, and computer technology to faculty and staff;
- Lead the purchase and acquisition of new technology and equipment by consulting with appropriate stakeholders;
- Troubleshoot and resolve problems relating to hardware, software, network, and platforms;
- Maintain awareness of new technologies by participating in technology-related professional development;
- Manage the configuration, setup, and deployment of faculty and student devices and accounts;
- Provide support for classroom technology equipment/wiring, including projectors, document cameras, interactive technology devices, audio/visual equipment, and headphones;
- Develop, analyze, and enhance technological solutions across the school;
- Work closely with the CFO to implement year over year budget planning for all technology related capital and operational expenditures;
- Professionally represent the school in interactions with parents, community, staff, and students;
- Respond to emergency technology situations outside of the standard work schedule.
- Experience and commitment to leveraging technology to build an inclusive and diverse community.
- Stay current on best practices in education technology; provide professional development to teachers as needed and implement new instructional technologies.

Requirements:
- Bachelor's degree required;
- At least 5 years of IT Management experience in the Education sector;
- Multifaceted skills in multiple areas of Technology.

Derby Academy is committed to building a diverse, equitable and inclusive educational community and does not discriminate on the basis of age, race, religion, gender, color, veteran status, physical ability, sexual orientation, national or ethnic origin or any other state or federally protected classifications. Derby Academy is an equal opportunity employer.

Derby Academy values inclusivity and encourages candidates from diverse backgrounds or who have experience in cultural competency work to apply.

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Interested candidates may email a letter of interest, resume, and three references **by January 31, 2022** to:

Mary Beth Murphy
Director of the Center for Teaching & Learning
hiring@derbyacademy.org

No phone calls, please.