Director of Technology
Reports to the Business Manager

Job Summary
The Director of Technology will play a critical role in providing leadership in all aspects of technology. This position is responsible for both the overall direction of the school's educational technology program and the management of technology and technical support for all constituents at the school.

Essential Duties and Responsibilities

Leadership

- Demonstrate a strong commitment to Sequoyah's mission and strategic vision, and a collaborative approach to leadership.
- Understand the needs of key stakeholders, build collaborative partnerships to support the School's educational mission and business goals.
- Provide leadership for the planning, development, implementation and evaluation of the school's information technology systems school-wide—draft plans, protocols, policies, timelines, schedules, workflows, and evaluate success.
- Provide strategic leadership for the school's integration of emerging technologies, pedagogies, and practices for student-centered project based learning.
- Forecast and manage technology budgets, purchasing, vendor relationships, and contracts, including Erate and CA Teleconnect Fund.
- Support long range planning, collaborate with various stakeholders to develop and implement the school's strategic goals related to technology.
- Design and deliver professional development to support teaching and learning as well as administrative functions.
- Develop and implement a technology plan that meets the current and future needs of a dynamic 21st-Century learning environment, which includes leading the development and programming of a makerspace and STEAM program.
- Supervise the Technology Support Specialist.
- Develop policies, procedures, and protocols.
- Oversee technology committee.

Teaching and Learning

- Lead all areas related to the integration and innovative use of technology to deepen and enhance student learning, identify next steps.
- Collaborate with the Director of Curriculum and teachers to support technology infused project-based learning.
- Develop, coordinate, and teach technology, coding, electronics, and makerspace related classes/units.
- Develop makerspace programming in collaboration with Design and Visual Arts teacher.
- Work in collaboration with librarian to deliver digital citizenship curriculum.

IT and Data Systems

- Ensure the delivery and security of highly effective technology infrastructure, systems, and databases that support both teaching and learning, as well as the administrative operations of the school.
- Hold primary responsibility for the back-up and stability of the school's systems and data in response to accidental outage or damage, natural disasters, malicious attack, and other threats.
- Ensure that the department delivers excellent, personal service to all constituencies.
- Overseeing hardware distribution, inventory database of school's hardware/software and maintenance cycles.
- Engage the community in exploration and discussion of educational and information technology-related trends.

Desired Expertise and Experience

- Experience in leveraging best practices in instructional technology to improve teaching and learning with the ability to develop and deliver quality training to a diverse set of audiences.
- Knowledge of trends and future directions of learning technologies.
- A strong record of strategic planning and budget management.
- Technical knowledge of networks, computers, operating systems (Windows, macOS, iOS, and ChromeOS), and A/V.
- Experience working with databases and information systems.
- Minimum of a Bachelor's degree from an accredited college or university.
- Experience working in a K-12 independent school.
- Ability to lift 25-30 lbs.

The Director of Technology will take on other duties as may be assigned by the Head of School, and must be willing to work evenings and occasional weekends to fulfill responsibilities.

Sequoyah School has a rich history of diversity and seeks candidates to enhance that tradition. Sequoyah offers competitive salary and benefits.

Interested candidates, please email a cover letter along with your resume, with the title of this position as the "Subject" line, to James Cooper, Business Manager at recruitment@sequoyahschool.org.

For more information about Sequoyah School, please see our website – sequoyahschool.org