



Director of Technology

Founded in 1952, Norwood School is a coeducational day school with approximately 440 students in kindergarten through eighth grade. The school sits on 38 beautiful and expansive acres in Bethesda, Maryland, less than six miles from Washington, D.C. As one of the finest K-8 schools in the country, Norwood sets the bar high and is committed to educating the whole child in a student-centered, challenging, and nurturing environment.

Overview of Position

Norwood School is seeking a director of technology who is an innovative, solution-oriented technological leader. The School has 540 individual users and has an inventory of approximately 600 devices (including iPads, laptops, hybrids, PC desktops, etc.). Additionally, classrooms are equipped with LCD projectors and other audio/visual devices. Norwood is a Windows environment and uses the Whipple Hill suite of products across campus offices. Technology at Norwood is central to our child-centered mission to support and challenge each student; technology enhances our curriculum by creating new opportunities for our students to connect to and understand the world beyond our campus. This position reports to the director of curriculum and instruction.

Duties and Responsibilities

- Maintain high-level understanding of the day-to-day operation and goals of all functional areas of the School as well as the mission and goals of the School as a whole.
- Establish relationships and collaborate with directors of departments (Advancement, Admission, Business, etc.) to identify needs in their areas and help define strategic direction.
- Research technologies and trends in technology use in K-8 independent educational institutions that support teaching, learning, and operations.
- Lead the development and maintenance of the multi-year technology plan.
- Provide organizational leadership and direction for IT department staff and direct hiring, scheduling, staff development, performance evaluation, and department operations.
- Direct IT department staff, vendors, and consultants in implementing and supporting selected technologies, and mediate contracts for cloud-based and contracted services.
- Develop plans and budgets for information and network infrastructure systems and their integration into academic and operational activities.
- Supervise ongoing technology maintenance and support activities.
- Function as an educational and technical leader and provide high-level operational support for department staff as well as hand-on systems, network, and end-user support services when needed.
- Hold primary responsibility for the back-up, security, and stability of the School's systems and data, as well as overseeing hardware distribution, inventory database of School's hardware/software, and maintenance cycles.

- Serve as a member of the Library/Technology Team guiding the integration of technology and literacy in classroom instruction.

Qualifications

- Bachelor's degree in computer science, information systems, educational technology, or comparable combination of education and experience
- Minimum of three years in an information technology leadership capacity
- Broad knowledge of academic technologies, including classroom audio/video systems, learning management systems, collaboration tools such as Office 365, etc.
- Broad knowledge of IT operations and associated concepts and technologies to include: PC and Mac operating systems, LAN, WAN, WLAN, VLAN, switches/routing, firewalls (WatchGuard) content filters (Barracuda), network security, backup and disaster recovery, Windows Server, Active Directory, DHCP, Exchange 2013/Office 365, Server Virtualization (VMWare preferred), SANs, telecommunications, VoIP, Audio/Visual systems, etc.
- Working knowledge of database systems and SQL
- Solution-driven and improvement-oriented mentality
- Outstanding organizational skills with ability to juggle long-range planning while prioritizing and completing multiple tasks simultaneously
- Familiarity with independent school administrative operations (Admissions, Development, Communications, Business) and supporting software systems such as Whipple Hill and Blackbaud (Financial Edge/Raiser's Edge)
- Excellent writing skills and strong oral communication skills are required.
- Ability to be a collaborative, innovative, and positive member of the staff is required.
- Must be able to lift and carry 35 to 50 lbs. regularly.
- Must be flexible, in that some evening and weekend hours may be required.
- Commitment to diversity, equity, inclusion, and anti-bias work
- Commitment to the educational mission of the School
- Love for working with a diversity of people including children and young adolescents

Salary and benefits are competitive and commensurate with experience. To apply, send a cover letter and resume to: Mike Risen, Director of Curriculum and Instruction, mrisen@norwoodschool.org. No phone calls, please.

Norwood School does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, or any other characteristic protected by law.