



## **Director of Technology**

### **Job Description**

### **2025-2026**

The Director of Technology is responsible for the acquisition, deployment, service, and support of the technological resources available on both school campuses. This individual provides leadership, strategic direction, and manages the technology services team which includes the Senior Network Administrator, two Help Desk Managers and the Makerspace director.

The Director of Technology will be a member of the School's Directors' Group and will work closely with the Head of School, Associate Head of School, Assistant Head of School for Advancement, Director of Admission & Financial Aid, Chief Financial Officer, Director of Marketing & Communications, Director of Human Resources, Director of Athletics, and the Directors of the Lower, Middle, and Upper Schools.

### **Essential Job Functions:**

#### **Management Duties**

- Develop and implement a forward-looking instructional and infrastructure technology vision aligned with the School's mission, values, and strategic priorities
- Provide leadership and management of the Technology Department and Technology team members, including data network and backup systems, firewall and security issues, databases, servers, printers, cameras, and telephone systems
- Oversees the annual technology budget and helps set technology priorities for each academic year including technology capital expenses
- Evaluate and purchase and implement instructional and administrative software and hardware based on departmental needs and ensure that faculty and staff are effectively trained to use the products/equipment
- Supervise inventory of all School-owned technology equipment
- Negotiate and maintain service contracts with software and technology vendors as needed. This includes working with printing vendors, network and internet vendors, telecom vendors, and software vendors
- Identify, evaluate, and recommend new and emerging technologies for instructional and administrative uses to create efficiencies or to improve pedagogy and infrastructure
- Evaluate current data workflows, providing recommendations and implementing changes to enhance reporting and accessibility



- Regularly review and update IT security protocols, disaster recovery plans, data retention, access control, acceptable use policies, cybersecurity, and risk management strategies to safeguard the School's digital assets
- Administer and optimize core data management system, Blackbaud, to support key operations of the school (SIS/LMS)
- Manage of educational systems and accounts, including but not limited to Blackbaud, digital learning platforms, and classroom technology
- Provide timely, up-to-date, ongoing digital security-safety training for faculty/staff
- Assigns, delegates, schedules, and reviews the work of technology staff
- Provide backup support for the HelpDesk when necessary to meet demand

### **Instructional Duties**

- Serve as main instructional technologist for all divisions helping faculty to employ technology to enhance student learning
- Lead workshops and training sessions for faculty on instructional technology tools
- Provide support to students and parents in using school technology systems
- Provide support to administrative staff on tasks relating to data management

### **Other Duties**

- Undertakes personal professional development, staying up to date on current educational and infrastructure technology practices and products
- Serve on appropriate planning and policymaking committees for the school as requested
- Other duties as assigned by the Associate Head of School or Head of School

### **Essential Job Requirements:**

- Bachelor's degree required. Degree in Information Technology, Educational Technology, or a related field strongly preferred
- Experience in a school or educational setting, with a strong understanding of technology integration in education
- Experience with Blackbaud products especially Education Management and Enrollment Management
- Demonstrated ability to apply information technology in solving educational and business problems
- Expertise in Apple products, including macOS and iPadOS



- Strong working technical knowledge and experience with maintenance, administration and implementation of multiple operating systems and server platforms
- Familiar with relational databases and client-server concepts
- Willingness to be very hands-on in the day-to-day operations of the department
- Familiarity with applicable laws and regulations as they relate to student information and educational technology issues
- Effective negotiation and vendor management skills
- Excellent verbal, written presentation, and interpersonal skills with a collaborative approach to working with faculty, staff, and students
- Ability to coach, develop and mentor staff
- Strong troubleshooting and problem-solving skills.

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Applications – including resume, cover letter, and three (3) references – should be submitted to [recruitingIT@us.edu](mailto:recruitingIT@us.edu) or sent directly to Human Resources at University School, 2785 SOM Center Rd, Hunting Valley, OH 44022.