

Woodland Presbyterian School

Memphis, TN

Director of Technology and Communications

Woodland Presbyterian School, a co-ed, 2K-8, independent school, seeks a full-time (12 month) Director of Technology and Communications to work as a member of the Administrative Team. This position will ideally begin training in the late spring of 2016 and assume full-time responsibilities in summer of 2016. The Director of Technology and Communications reports directly to the Head of School and works as a member of the administrative team. The Director of Technology and Communications is responsible for the overall planning, organizing, and execution of all IT functions at Woodland Presbyterian School.

Qualifications:

The successful candidate must demonstrate a high level of creativity, integrity, organizational, analytical, and problems solving skills and be able to work in a collaborative style with faculty and staff. The successful candidate would ideally have a minimum of five years of professional technology and communications background. Moreover, the successful candidate will have a minimum of a Bachelor's Degree. He/she must also be a strategic thinker who is able to prioritize and handle multiple tasks in a fast paced independent school environment. Highly skilled technical abilities and problem solving ability is crucial for success.

Qualified candidates should be extremely comfortable in the following areas: Mac OS, Microsoft Office, Filemaker, Adobe Creative Suite, Social Media (Facebook, Twitter, Instagram), Technology Troubleshooting, and Google Apps for Education.

The Technology and Communications Director:

- consults with administrators and teachers to define equipment needs and contracts with vendors to provide needed technology solutions. He/she develops, coordinates, and presents technology training programs for the faculty and staff. He/she advocates technology integration and awareness.
- installs, troubleshoots, and repairs computer hardware and software. He/she assists staff to diagnose and solve computer equipment problems, maintenance, and installation.
- is responsible for maintaining school website, communications, and social media platforms. He/she is responsible for all mass email communications.
- works closely with the Head of School, Admissions, Development, Finance Director, and Administrative Assistant to ensure all communication, database, and technology systems are working effectively.
- develops publications and marketing materials to best market the school's external and internal constituencies. In conjunction with the Development Director, he/she coordinates public relations for school events, which may include photography, production of newsletters, press releases for publication and working with media contacts.
- responds to emergency situations both during and after normal working hours for the purpose of receiving and conveying information needed for effective decision making.

Qualified applicants should submit a cover letter, application, resume, and your philosophy of independent school technology and communications to Adam Moore, Head of School, via email at amoore@woodlandschool.org or by mail to 5217 Park Avenue, Memphis, TN 38119.