



Director of Technology

DEPARTMENT: ADMINISTRATION
REPORTS TO: CHIEF FINANCIAL OFFICER
STATUS: FULL-TIME, EXEMPT
SALARY RANGE: \$120,000 to \$150,800

Black Pine Circle School is a K–8 independent school in Berkeley, California. For almost 50 years, we have inspired lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K–5) supports approximately 125 students, and our Upper School (grades 6–8) supports approximately 180 students.

MISSION STATEMENT

BPC's mission is to create a learning community that encourages humanity, empathy, moral depth, cultural understanding, and freedom in intellectual pursuits. Socially, it is our goal to instill mutual respect, compassion, and a sense of belonging among all of our students.

POSITION OVERVIEW

This position is a direct report to the Chief Financial Officer, and works closely with the Head of School and Lower and Upper School Division Heads. The Director of Technology will provide strategic leadership in the development and implementation of the school wide technology program. This person will implement technology solutions that support and improve the school's existing processes. The Director of Technology will provide leadership and day-to-day management for the technology department.

RESPONSIBILITIES

Leadership

- Lead the development of technology and data related goals with the leadership and extended leadership teams.
- Train and supervise the technology staff; setting goals, evaluating progress, and developing people.

Planning and Budgeting

- Develop and implement the school's short and long-term technology plans.
- Develop technology operating and capital budgets, allocate resources and determine project schedules.
- Develop and implement technology infrastructure and software strategies.
- Provide a big-picture perspective while supporting and encouraging new initiatives throughout the school, both programmatically and administratively.
- Manage technology budget and purchase requests in partnership with the business office.
- Conduct needs assessments to recommend new products, vendors, and services.
- Work with the planning committee and architects, as needed, on future construction projects.
- Create a refresh cycle for all critical technology equipment.

Management

- Formulate and maintain technology policies and procedures school wide.
- Manage and build strong relationships with vendors, volunteers, Interns, and contractors.
- Manage BPC's Meraki Network Infrastructure and vendors.

Training

- Develop and implement a professional development plan for faculty and staff relative to the integration of technology into their work.
- Serve as a source of information on trends, research, applications, and best practices in the field of technology in schools.
- Schedule one-on-one meetings with faculty/staff for new hire technology setups, replacement equipment, onboarding and off-boarding.

Support

- Provide Technology Support using Ticket Management and maintain healthy Service Level Agreements.
- Systems Administration for various Platforms (Google Workspace, JAMF Pro, FreshDesk).
- Administer the 1:1 program in collaboration with division heads.
- Oversee Student Information and Learning Management systems.
- Provide technical support to faculty, staff, students, and families.
- Support networking and telecommunications systems.
- Provide support for classroom Audio Visual equipment: Projectors and displays, document cameras, etc.

SCHOOL-WIDE DUTIES

- Participate in school committees as needed and appropriate
- Attend all 4-STAR events (school-wide mandatory events)

QUALIFICATIONS AND SKILLS

1. Bachelor's degree, master's preferred; relevant experience will be considered in lieu of degree.
2. 5+ years of experience working in a related field with a progressive level of responsibilities; experience in education is a plus.
3. Possess strong technical skills, knowledge of teaching and instructional design with technology, experience with project management and managing vendors, and a service-oriented approach.
4. A commitment to the mission and educational philosophy of the school.
5. Ability to work collaboratively with staff, faculty, and families.
6. Excellent organizational and time-management skills.
7. Strong interpersonal skills and excellent verbal and written communication.
8. Must be detail-oriented and possess a self-motivated curiosity.
9. Demonstrated ability and willingness to learn quickly and independently.

COMPENSATION

The anticipated base compensation the school reasonably expects to pay candidates for the position of Director of Technology is \$120,000 to \$150,800, depending on factors such as experience and education.

BPC's board and administration are dedicated to offering competitive salaries and benefits, including medical benefits, retirement plan employer contributions, and professional development opportunities.

WORK ENVIRONMENT

Required to lift and carry up to a maximum of 50 lbs., in a correct manner consistent with the appropriate training provided by the School. Reaching with hands and arms, climb stairs, bend, stoop, twist, lift, reach, push, pull, grasp, balance, kneel occasionally. Use of telephone, computer, copier, and other office equipment. Required to sit (or stand) for prolonged periods of time while operating a computer for approximately 6-8 hours daily. Repetitive motion for typing and other keystroke needs.

HOW TO APPLY

Candidates interested in the following positions should submit their resume and cover letter to jobs@blackpinecircle.org, with the title of the position you are applying for in the subject line. The cover letter should include an introduction of yourself to the hiring committee, as well as why you are interested in joining the Black Pine Circle community. Resumes without a cover letter will not be reviewed.

Black Pine Circle School is an Equal Opportunity Employer and is committed to a policy of equal employment opportunity for all applicants, employees, and volunteers, and the School makes decisions based on the merits of each candidate. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment, and prohibit discrimination based on an individual's culture, race, ethnicity, sex, religious beliefs, ancestry, sexual orientation, gender identity, reproductive health decisions, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. Black Pine Circle will afford equal employment opportunities to all qualified applicants, employees, and volunteers as to all terms and conditions of employment, including, without limitation, compensation, hiring, training, promotion, transfer, discipline, and termination.