



THE SEVEN HILLS SCHOOL DIRECTOR OF TECHNOLOGY

For the 2025-26 School Year and Beyond | 7hills.org

OVERVIEW OF THE SEVEN HILLS SCHOOL

The Seven Hills School, an independent, coeducational private school located in Cincinnati, Ohio, serves students from pre-kindergarten through 12th grade. Founded in 1974, the school is well-known for its rigorous academic curriculum, commitment to personal and social-emotional development, and nurturing of creativity, critical thinking, and global awareness. The school currently operates on two campuses, the Hillsdale Campus in Madisonville and the Doherty Campus in East Walnut Hills.

ABOUT THIS ROLE

The Director of Technology leads a technology team, collaborates with other senior leaders, and reports to the Head of School. They are responsible for all aspects of technology at The Seven Hills School, from the day-to-day work of keeping the network and platforms functioning to the strategic work of preparing the school for the next wave of technological innovation.

DUTIES AND RESPONSIBILITIES

- Develop and implement a strategic technology plan for the school.
- Provide leadership and oversee the day-to-day management of the school's core technology infrastructure, including data network and backup systems, firewall and security issues, databases, servers, equipment, and telephone systems.
- Ensure that the network is secure, reliable, and scalable to support the needs of students, faculty, and staff.
- Identify, evaluate, and recommend emerging technologies for classroom and administrative uses or to improve the current infrastructure.
- Collaborate with division heads and other administrators to deploy and integrate age- and grade-appropriate technology applications across the school.
- Partner with senior leaders in areas such as Business, Communications, and Advancement to support their work.
- Manage vendor relations, procurement, installation, and implementation of information systems.
- Ensure the coordination, security, and efficiency of network infrastructure.

- Develop and maintain the school's databases and internal and external networks.
- Oversee the management of all IT inventory.
- Provide maintenance and support for all IT resources.
- Hire, train, supervise, evaluate, and provide strategic direction for the IT staff.
- Develop and manage the IT budget.
- Stay current on trends and new developments in the areas of educational technologies, software, hardware, networks, telecommunications, training, and maintenance.
- Take an active role in the life of the school.



QUALIFICATIONS AND QUALITIES

- Bachelor's degree in information technology, computer science, systems management, educational technology, or related field required. Master's degree preferred.
- Five to seven years of related work. Experience in an independent school preferred.
- Fluency and proficiency working with Apple operating systems, Google Workspace for Education, and Microsoft 365.
- Professional technical certifications from Apple, Google, and other organizations preferred.
- Experience with administrative and academic database systems. Experience with Veracross (SIS) and Canvas (LMS) preferred.
- Current and in-depth knowledge of network architecture, telecommunication, wireless, mobile, and cloud technologies.
- Ability to maintain effective relationships with students, faculty, administrators, and parents/guardians.
- Professional written and verbal communication, organizational, and interpersonal skills.
- Ability to handle multiple, simultaneous, and complex tasks and projects efficiently and effectively.
- A desire to lead a dedicated technology team and to develop and empower its members to perform their respective roles.
- A team-oriented mindset and an interest in working collaboratively with other senior leaders so that technology advances their respective areas of school life.

TO APPLY

[Candidates should apply by clicking here.](#) Complete applications should include a cover letter, resume, transcripts, and letters of recommendation if available.

The Seven Hills School is an equal opportunity employer dedicated to promoting all forms of diversity in the workplace and our student body. We strongly urge all qualified individuals to apply.

