



Director of Technology

JOB DESCRIPTION:

The Carey School, a Pre-K to 5 independent school in San Mateo, California seeks an experienced professional for a Director of Technology position. The Director is responsible for the overall planning, organization, integration, implementation, and maintenance of all school IT functions. Job duties for the Director of Technology include: developing a strategic and long-range technology plan for the school; identifying, evaluating, and recommending new and emerging technologies for classroom and administrative uses or to improve the current infrastructure; assisting in the deployment and integration of age-/grade-appropriate technology applications across the school.

General Responsibilities:

- Contributes to and follows the administrative team agenda.
- Provide leadership, vision, and day-to-day management of the IT department.
- Promote and sustain the use of educational technology and back office administrative technologies.
- Network with local, regional, and national technology associations.
- Supervise IT department and associated personnel.

Strategic Planning and Implementation:

- Develop a strategic and long-range technology plan for the school.
- Identify, evaluate, and recommend new and emerging technologies for classroom and administrative uses or to improve the current infrastructure.
- Develop and manage the school's computer/device operating and IT budget.
- 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 (InResonance Filemaker Pro) and internal and external networks, including externally hosted website.
- Remain current on new developments in the areas of software, hardware, networks, telecommunications, training, and maintenance.
- Manage IT inventory of all school-owned or leased equipment.
- Assist with maintenance and support for all IT support requests.
- Assess and respond to IT needs as voiced by faculty, administration, and staff.
- Plan and supervise internal and external training of the school's staff.

Educational and Informational Technology:

- Spearhead technology initiatives that support teaching and learning.
- Research and evaluate new and emerging technologies, remaining mindful of maintaining the school's academic mission.
- Assist in the deployment and integration of age-/grade-appropriate technology applications across the school.



Qualifications:

- Demonstrated knowledge of technology hardware (including virtual server environment), software (UNIX and LINUX), related web-based tools, VOIP, open source firewall, and general network development and management.
- Strong interpersonal skills and clear written and verbal communication.

Interested applicants should send a cover letter that addresses your ability to fulfill the above job qualifications and a resume to jobs@careyschool.org.