



Director of Technology

Trinity Episcopal School is immediately seeking a Director of Information Technology to provide leadership, vision, and strategic planning for all aspects of educational and information technology as it relates to the mission and operation of the school. The Director will assume overall responsibility for the school's technology infrastructure and its efficient and effective use to support teaching, learning and daily operations. The Director of Technology will manage one technology associate and will serve as a key strategic partner for faculty, staff, administration, parents and the board. The ideal candidate has leadership experience as well as technology skill, and understands and is able to communicate both the how and the why of technology in an innovative, 21st century school environment.

Trinity Episcopal School is a progressive, independent day school with over 500 students in kindergarten through eighth grade located in West Lake Hills, close to downtown Austin, Texas.

Our Mission: At Trinity Episcopal School, we nurture each child academically, physically, emotionally, and spiritually. We honor each child's spirit for learning and life, ever mindful that we are all children of God.

Duties and Responsibilities of the Director of Technology

- Maintain high-level understanding of the day-to-day operation and goals of all functional areas of the school as well as the mission and goals of the school as a whole.
- Advise school officers in selecting technologies that will best contribute to the fulfillment of the school's short and long term goals and assist other school leaders in understanding and evaluating the role of information technology at Trinity.
- Establish relationships and collaborate with directors of departments (Advancement, Admission, Business, Registrar, Library, etc.) to identify needs in their areas and help define strategic direction.
- Research technologies and trends in technology use in K-8 independent educational institutions that support teaching, learning, and operations.
- Lead the development and maintenance of a multi-year technology plan.
- Direct IT department staff, vendors, and consultants in implementing and supporting selected technologies, and mediate contracts for cloud-based and contracted services.
- Develop plans and budgets for information and network infrastructure systems and their integration into academic and operational activities.
- Develop, communicate, and enforce technology guidelines and curriculums that encourage safe and responsible use.
- Coordinate and /or conduct training for the school community on new and existing technologies.
- Coordinate ongoing technology maintenance and support activities.
- Develop and maintain department operational and capital budgets.
- Provide organizational leadership and direction for department staff and direct hiring, scheduling, staff development, performance evaluation, and department operations.

- Function as an educational and technical leader and provide high-level operational support for department staff as well as hand-on systems, network, and end-user support services when needed.
- Report to the CFO.

Qualifications of the Director of Technology

- Bachelor's Degree in Computer Science, Information Systems, Educational Technology, or comparable combination of education and experience.
- Minimum of three years in an Information Technology leadership capacity.
- Broad knowledge of Academic technologies, including classroom audio/video systems, learning management systems, collaboration tools such as Google Apps, etc.
- Broad knowledge of IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Exchange Server, Server Virtualization, Storage Area Networks, VoIP, etc.
- Working knowledge of database systems and SQL.
- Familiarity with independent school administrative operations (Admission, Registrar, Development, Business) and supporting software systems such as Veracross and Finalsite.
- Excellent writing skills and strong oral communication skills are expected.
- Ability to be an innovative, collaborative, and positive member of the staff is required.
- Must be able to lift and carry 35 to 50 lbs. regularly.
- Must be flexible, in that some evening and weekend hours may be required for this position.

To apply: Resumes and letters of application should be sent to Human Resources at Trinity Episcopal School, 3901 Bee Cave Road, Austin, TX 78746, or by email to employment@austintrinity.org. Applications will be reviewed upon receipt and accepted until the position is filled. No phone calls please.

Trinity Episcopal School invites all qualified individuals who share our core values to apply for faculty positions. All faculty members must be able to support Trinity's mission as a Christian school.

Trinity Episcopal School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Trinity Episcopal School complies with applicable state and local laws governing, non---discrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.