



Director of Technology

12-Month Position, starts July 1, 2016

Reports to: Head of School

Direct Reports: Director of Technical Services, Technical Support Specialist, Technology Coordinators (2)

At Foote School, learning and teaching are more than the mere enjoyment of collecting and sharing facts; learning is an active experience for all members of our community. Foote values critical thinking and the hands-on opportunity to learn by doing that is the hallmark of experiential learning. We see our students as able teachers and our adults as life-long students. Our faculty is dedicated to understanding how children learn and developing age-appropriate curriculum that reflects this understanding of pedagogy.

Since 1916, Foote School has cultivated an atmosphere of mutual consideration and respect through close relationships among teachers, students and parents. We emphasize cooperative effort, accountability for one's actions, the value of service learning and a strong commitment to building a multicultural community.

The Foote School seeks an innovative IT professional to provide leadership for the planning, development, implementation and evaluation of technology infrastructure. This person will be responsible for ensuring the delivery of highly effective technology systems that support both teaching and learning and support the business operations of the school. The Director of Technology will partner closely with the Division Heads in all ways to support faculty and student achievement in the classroom.

Candidates must have a proven track record of working collaboratively with others to leverage technology in meeting organizational missions. This technology leader will have experience in building cross-functional teams and in delivering excellent, personalized customer service to all constituencies in the community while creating a secure IT landscape.

The Foote School Tech Department is a five-person team (including the Director of Technology) that supports student, faculty and staff users with roughly 400 devices throughout campus. The Director of Technology will partner with Division Heads and the HOS both to clarify the school's technology vision and to implement a technology plan that meets the current and future needs of a dynamic 21st century learning environment.

Major Responsibilities:

The Director of Technology is both a visionary and manager. S/he considers the present and imagines the future in developing the systems that will allow the school to fulfill its mission. In addition, s/he manages all aspects of the technological infrastructure of the school and directly supports all users of that technology. The scope of the job is broad and includes, but is not limited to, the following:

- Overseeing the technology program including two Mac Labs, numerous MacBook, Chromebook and iPad carts, network management, the installation of

network hardware, and the repair of all electronic equipment, computers and peripherals;

- Reviewing and negotiating preferred vendor relationships including laptop procurement and maintenance, software licensing, installation and upgrade continuity;
- Managing non-educational platforms and databases for constituencies including the admissions, development, communications and finance departments (in conjunction with the Director of Technical Services);
- Collaborating with Business Manager, and Division Heads, develop and oversee tech budgets and manage those technological functions that support the academic program, along with facilitating seamless, efficient implementation of educational platforms at a technical level;
- Ensuring the continual functioning of mission-critical operations including file servers, email systems, internet service, wireless network, physical plant systems, security system, phone system and others;
- Monitoring and managing network resources to maintain efficiency and security;
- Holding primary responsibility for the back-up, security and stability of the school's systems and data in response to accidental outage or damage, natural disasters, malicious attack, and other threats;
- Overseeing hardware distribution, inventory database of school's hardware/software and maintenance cycles;
- Supervising, training, assisting, guiding and evaluating all members of the department; assigning technology staff priorities and activities; and monitoring office work flow;
- Supervising the IT Helpdesk to provide on-site and remote support to faculty, staff and students concerning hardware and software.

Qualifications:

The ideal candidates will possess:

- Bachelor's Degree, Master's Degree preferred in Computer Science, Systems Management or related field
- Five or more years of experience serving as an IT director or managing a technology team and institutional technology infrastructure
- Ability to work collaboratively to achieve collective goals
- Flexibility in all areas of work life
- Experience creating and implementing operating plans and goals
- Outstanding organizational skills, with ability to juggle long-range planning while prioritizing and completing multiple tasks simultaneously
- Excellent interpersonal and cross-cultural skills
- Outstanding oral and written communications; skilled at communicating technical information to non-technical personnel
- Previous experience with independent schools preferred but not required
- Solution-driven and improvement-oriented mentality
- Commitment to diversity, equity, inclusion and anti-bias work
- Commitment to the educational mission of the school
- Love for working with a diversity of people including children and young adolescents

Requirements:

Must be available to be on call for after-hours emergencies.

Application:

If interested in the position, please submit the following to employmentinquiries@footeschool.org:

- Resume/C.V.
- Letter of Interest
- List of three to four References
- Letter of Recommendation

The Foote School considers applicants for all positions without regard to race, color, national or ethnic origin, religion, gender, sexual orientation, age, or physical ability.

Thank you for your interest in The Foote School!