

Director of Technology

Job Type: Senior-Level

Location: Northern Philadelphia suburbs

Employment Type: Full-time, 12-Month, FLSA Exempt

Reports To: Chief Financial Officer / Chief Operations Officer

Position Summary

Edu-Tech Academic Solutions is seeking a proactive, hands-on **Director of Technology** for a partner independent school serving students in grades 9-12. This leadership role is responsible for the development, management, and evaluation of all information technology services supporting learning and administration. The Director oversees core technology infrastructure, including networks, servers, and cybersecurity, while leading technology budgeting and strategic planning. The Director supervises information IT staff and serves as an integral member of the team to accomplish both the daily operations and long-term institutional goals.

Key Responsibilities

Leadership & Strategic Planning

- **Vision & Collaboration:** Establish and articulate a vision for technology use guided by the school's mission and strategic plan.
- **Personnel Management:** Directly supervise, coach, and mentor IT staff to create a collaborative and harmonious work environment.
- **Budgeting:** Project and plan the school's annual capital and operating technology budgets, including 5-year replacement cycles.
- **Stakeholder Engagement:** Partner with senior administrators and academic department heads to research and implement emerging technologies.

Systems & Network Administration

- **Infrastructure Oversight:** Manage mission-critical platforms, including PowerSchool (SIS), Schoology (LMS), Google Workspace for Education, and FinalSite.
- **Network Security:** Lead cybersecurity efforts, including protecting digital assets, implementing cybersecurity training for faculty and staff, and ensuring regulatory compliance.
- **Disaster Recovery:** Develop and assess disaster recovery and business continuity plans.
- **Facility Systems:** Coordinate and support facilities staff with on-campus systems, including Public Address (PA), bells/clocks, and security systems.

Operations & Support Management

- **Service Delivery:** Ensure timely and effective responses to all tech support requests; participate as an active member of the support team for Tier 2 and Tier 3 issues.
- **Asset & Vendor Management:** Maintain asset tracking for all hardware and manage contracts/licensing with technology vendors.
- **Documentation:** Establish and update standard operating procedures (SOPs) and comprehensive system documentation.
- **Policy Oversight:** Perform ongoing auditing and remediation of all IT policies and procedures to ensure they meet the school's evolving needs.

Qualifications

- **Education:** Bachelor's degree required; Master's preferred in Information Technology, Educational Technology, Network Administration, or a related field.
- **Experience:** 8+ years of progressive technology support experience in a K-12 independent school setting.
- **Management:** Proven experience managing a technology department, overseeing budgets, and leading strategic initiatives.
- **Technical Proficiency:** Expertise in Google Workspace for Education (Administrator certification preferred, PowerSchool, Schoology, and FinalSite).
- **Technical Knowledge:** Strong foundational knowledge of computer networking principles related to TCP/IP, DNS, routing, switching and firewalls.
- **Soft Skills:** Excellent verbal, written and interpersonal communication skills. Must possess the patience to mentor staff and communicate complex technical concepts to users of all skill levels across departments.

Physical Requirements

- **Mobility:** Frequently required to walk to work areas and go up and down stairs.
- **Lifting:** Must be able to lift, push, pull, and/or move equipment up to 30 pounds.
- **Technical Installation:** Ability to stand, bend, and work for long periods on a computer or installing hardware.
- **Availability:** Ability to work evenings, weekends, and during holidays as needed.
- **Transportation:** Must maintain a valid driver's license and safe driving record for travel to meetings, conferences, and trainings.

ABOUT US

Edu-Tech Academic Solutions is a PAIS preferred partner specializing in on-site technology solutions for independent schools in the Greater Philadelphia region. We provide IT integration, consulting, recruiting, and strategic planning services designed to enhance learning environments and optimize school operations. To learn more, visit www.edu-tech.com

Edu-Tech is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. If you have a disability or special need that requires accommodation, please let the hiring manager know.