

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE:	Director of Technology Instruction & Network Administration
DEPARTMENT:	Technology
REPORTS TO:	Head of School
FLSA:	Exempt
TERM:	12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten – 12. Founded in 1966, the school has a current enrollment of approximately 750 students, 165 employees, and sits on a 100-acre campus located in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Southern Association of Colleges and Schools and the Virginia Association of Independent Schools.

Job Summary:

To provide innovative leadership to the Department of Technology and promote optimal use of technology in the school's operations utilizing a full range of technology instruction and innovative strategies for our faculty and students in the classroom. This individual will direct, plan and oversee all technology needs and assets for the school, and assist with the purchase/lease of new technology, as appropriate. The candidate shall possess extensive knowledge and experience in an independent school environment and will report directly to the Head of School and serve as a member of the Administrative Team.

Essential Functions:

- Lead the Department of Technology and serve as a key strategic technology partner for the administration, faculty, staff and parents.
- Serve as a key strategic technology partner for the faculty and staff.
- Provide support and guidance to the technology instructors in each division.
- Provide inspiration to faculty to see the possibilities in using technology to expand their teaching tools.
- Oversee the Network Administration needs of the school, and manage and resolve all tickets in ConnectWise in a timely manner.
- Keep an updated inventory of all technology assets at all times and determine what technology products need to be ordered on an annual basis.
- Support the use of technology (including phones) throughout the school on a daily basis, ensuring technology is functional and useful in the school operations and classrooms.
- Implement and oversee the setup of all technology needs for Board meetings, All School meetings, presentations and school-wide events, as requested. May require collaboration and coordination with other departments and may also require evening/weekend hours.
- Provide a vision for educational technology for the school, encourage optimal use of technology by our faculty in the classroom and assess the purpose, effort and effect of using technology from the pedagogical perspective.
- Develop new strategies to integrate and deploy new technologies in the classroom to further the mission of the school.
- Work closely with Division Heads to ensure technology supports the curriculum and prepares students for changing technologies.
- Interact with other fellow educational technology professionals in Virginia and across the country to stay abreast of technology trends and best practices for independent schools.

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- Remain current on and evaluate emerging technologies that have potential value for teaching and learning.
- Provide technology training and professional development to faculty and staff on a regular basis.
- Perform other duties as assigned.

Required Education/Background:

- A bachelor's degree in computer science, technology, information systems, educational technology, education, or related field from an accredited College or University, Master's degree preferred.
- At least five years of proven network administration experience and experience integrating technology in a classroom setting in an independent school or postsecondary setting.
- Prior successful experience managing and motivating people.
- Expertise with computer systems, networks, and with software and services that can enhance a school's operational and academic domains.
- Experience in instructional technology, instructional design or educational technology.

Required Skills:

- Possess a strong educational and experiential background in technology, and understand the changing role of technology in 21st century schools.
- Ability to implement new technology initiatives in the classroom and collaborate with faculty regarding best practices in technology instruction.
- Ability to inspire faculty and students to develop their technology skills.
- Familiar with multiple computer operating systems, preferably with the Apple platform.
- Familiar with web-page design principles.
- Demonstrated experience using Excel, Word, and Google Educational Apps. Blackbaud, FA Web, On Campus and On Message experience preferred.
- Excellent organizational and communication skills and be able to attend to detail.
- Ability to multi-task and meet deadlines.

Qualified applicants shall submit a resume with references and a cover letter explaining their interest in and qualifications for this leadership position to Amy Morrell, Assistant to Head of School, amorrell@nsacademy.org, for further consideration no later than Friday, January 8, 2016.

The mission of the school is to provide an academically rigorous college preparatory education in an atmosphere fostering moral character, respect, responsibility and compassion. With a commitment to honor above all, the school seeks to develop and inspire leaders who value diversity, creativity, scholastic excellence and community service.