



## CAPE FEAR ACADEMY

*Ready. Set. Go Further.*

*A learning community committed to discovering and developing individual potential, preparing each student for success in college and life.*

Located between the Cape Fear River and Wrightsville Beach, Cape Fear Academy is southeastern North Carolina's premier PK-12 independent school. Founded in 1967, CFA is a traditional, nonsectarian day school educating 600 students under a mission that states CFA is a learning community committed to discovering and developing student potential, preparing each student for success in college and life. Well respected for its academic excellence and outstanding college preparatory program, the curriculum emphasizes student-centered learning across academic disciplines. The school's core values of respect, integrity, resilience and accountability foster an atmosphere of trust and safety within the school community and prepare students for success beyond graduation.

**Applications are now invited through June 15, 2015 for the following administrative position:**

### **Director of Technology**

#### **About the Position**

The Director of Technology oversees the deployment of technology in the effective operation of the school and in support of teaching and learning. The Director manages the daily use of technology and plans its strategic, long-term use in a manner consistent with Cape Fear Academy's philosophy and mission statement, maintaining a high level of professionalism and support of the school at all times. As a member of the school's leadership team, the Technology Director collaborates with other senior administrators and the Head of School to implement Cape Fear Academy's mission and achieve the school's Vision 2018.

#### **Major Responsibilities**

- Developing and implementing a technology plan for the school, including identifying specific hardware and software application needs for students, staff and faculty, and providing continuity of systems and vision as it relates to technology across all divisions.
- Managing all financial aspects of Information Technology activities, including preparation of the annual operating budget, ongoing review of financial operations, purchasing and disposal of technology assets and resources, maintenance of technology inventories, and long-term financial planning for technology replacement, repair and special maintenance (TRRSM)

- Working with the Leadership Team and Academic Dean to develop and implement training and instructional programs for students, employees and parents to allow for the successful use of technology in student education and school operations.
- Developing and maintaining the school's internal and external networks;
- Hiring, managing and developing all IT employees. Maintaining effective delegation of responsibilities and project management to ensure staff can successfully meet school's IT needs. Cross train with system administrator on networking and servers
- Creating and maintaining a network security policy and other school technology policies
- Serving as a member of the CFA Leadership Team; working with other members of the Leadership Team to determine and implement short-term and long-range planning strategies for the operation of CFA
- Maintaining an active role in the local and statewide technology community, with particular emphasis on participation in NCAIS
- Manage contracts with vendors

### **Qualifications:**

A minimum of seven years' experience in information systems, programming, consulting, problem solving networks, and at least two years of executive leadership experience. Must have at least five years of personnel managerial experience, preferably in an information services setting.

Bachelor's degree in a technical area with emphasis on information systems, computer science, technology, and/or education. MCSE or other certifications preferred. Advanced degree preferred.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

**Salary and Benefits:** An attractive compensation and benefits program, including 75% tuition remission for employee children. Salary based on experience.

**Starting Date:** July 1, 2015

**To Apply:** Send a letter of interest, resume, and three reference letters to Ms. Carole Schuler, Executive Assistant to the Head of School, [cschuler@capefearacademy.org](mailto:cschuler@capefearacademy.org)