

Director of Technology

POSITION SUMMARY:

The Director of Technology provides leadership for and oversees the management of academic, administrative, and infrastructure technology in the school. The role involves planning, organizing, and directing the programs, services, and personnel related to technology school-wide. Working collaboratively with the school community, the Director of Technology develops a vision for how technology should enhance the teaching and learning process and improve operational efficiency and creates a plan for implementation. The Director of Technology must ensure that all technology initiatives and resources are aligned and allocated in a manner that reflects the school's mission and instructional goals.

SUPERVISOR: Head of School

SUPERVISES: Technology Team (2)

POSITION RESPONSIBILITIES:

Academic:

- In conjunction with the principals, organize the design, implementation, and review of N-12 technology curricula and related programs.
- Provide ideas, guidance, and support to classroom technology integration across disciplines.
- Establish and deliver professional development activities and presentations related to technology and its integration in the academic program through instruction and curriculum planning.
- Teach technology courses and advise technology clubs, as needed.
- Motivate, encourage, and inspire faculty to employ technology effectively and appropriately in their instruction.
- Facilitate productive and creative application of technology among the student body.
- Research new and evolving technologies and determine their educational relevance.

Administrative:

- Train, supervise, and evaluate the performance of assigned staff.
- Establish and review Network and Appropriate Use Policies.
- Prepare and present information for various committees, including trustees.
- Develop, allocate, and oversee technology budgets.
- Work collaboratively with other administrators when developing, improving, and implementing new programs.
- Chair technology committees.
- Represent technology at meetings.
- Work closely with manufacturers, vendors, consultants, and school departments to assure proper development, installation, and operation of technology services.

- Organize technology support for special events and groups.
- Manage student information and assessment systems and administrative databases such as PowerSchool, OpenApply, and FileMaker.
- Collaborate as part of school's administrative team.

Infrastructure:

- Direct long-term planning for network hardware, software, wiring, and peripherals.
- Devise, institute, and review school-wide technical support protocols.
- Help coordinate the design, construction, and maintenance of the school website.
- Ensure accurate software licensing and inventory.
- Manage computer hardware (laptops, desktops, projectors, printers, scanners, etc.), software, network infrastructure, servers. and information architecture.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Current research and trends in educational technology.
- Effective staff development programs.
- Instructional methodologies, strategies, frameworks, and curriculum standards.
- Program assessment strategies.
- Educational administration practices.
- Network technology, telecommunications, and information systems.
- Database management.
- Web development and management.

Ability To:

- Communicate effectively both orally and in writing, in English and Spanish.
- Implement collaborative and team-building processes.
- Design and implement professional development programs to facilitate integration of technology into the curricula in grades N-12.
- Establish and maintain effective working relationships with students, faculty, staff, other administrators, parents, and the community.
- Communicate school's mission and philosophy to all constituents as it relates to technology use: students, faculty, administrators, parents, prospective families, other educational professionals, and media.
- Establish and assess organizational strategies for the department.
- Inspire interest in improving education with technology and facilitate initiative and innovation in others.
- Develop, implement, and evaluate instructional strategies.
- Coordinate a variety of schedules.
- Teach technology-related classes as needed.