

SCHOOL OVERVIEW

Presidio Knolls School (PKS) was founded in 2008 as San Francisco's first Reggio Emilia inspired Mandarin immersion preschool and has grown to 250 students today. Our mission is to educate and inspire our students to become creative, confident and engaged global citizens.

PKS takes great pride in its highly talented and dedicated teaching staff and its unique teaching environment, which is distinguished by:

- Hands-on, collaborative learning using progressive educational best practices
- Small class sizes
- Large 1.5 acre campus, an urban oasis in San Francisco's SOMA neighborhood
- Robust professional development and career growth opportunities
- Passionate and supportive school community

IT Lead

PKS, a unique and growing independent school in San Francisco, is seeking to scale its IT infrastructure and support a greater use of educational technology. The IT Lead will be a critical, hands-on partner in executing this vision. Reporting directly to the Head of School, this position will offer a unique opportunity for a tech leader passionate about making a large impact in a nimble environment, and a tangible difference in the education of young children.

Major Responsibilities

- Work with school leadership and staff to implement the PKS technology roadmap and refine its technology strategy
- Utilize best practices to manage all IT resources including cloud services, academic and administrative systems, hardware, phone services, website, network infrastructure and outsourcer relationships
- Establish and enforce IT governance, including standards and procedures related to data ownership and privacy, systems integration, and overall enterprise architecture
- Support teaching, learning and operating goals, including collaborating with academic leads and Finance on technology budgeting
- Stay abreast of and inform academic leadership of edtech trends, emerging technologies and innovative tech-related curriculum ideas
- Work with managed services provider to troubleshoot day-to-day issues

Qualifications

- 3-5 years in a technology leadership position planning and executing major educational, nonprofit and/or business initiatives
- Minimum bachelor's degree, preferably in computer science or related field
- Graduate degree in management, instructional technology, or other related field is highly desirable
- Demonstrated experience in IT-related areas, including, but not limited to, project management, vendor management, procurement, asset management
- Strong analytical and problem-solving skills, with a resourceful and "can do" attitude
- Enjoys collaborative working within a learning culture
- Mandarin fluency desired, but not required

TO APPLY

Interested and qualified candidates should submit a cover letter and résumé to employment@presidioknolls.org.

Presidio Knolls School is an equal opportunity employer to all and is non-discriminatory. We are an Equal Opportunity Employer and strongly encourage candidates of color and candidates with diverse backgrounds to apply. Employment contingent upon successful completion of background check.