

Saltus Grammar School

Saltus Grammar School is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and the Secondary Department which includes the Saltus Graduate Years. The school's international curriculum blends the best of both UK and North American traditions. In addition to academic excellence, particular emphasis is placed on the all-round development of students, and sport, music and drama are key aspects of school life.

Information Technology Systems Manager

The Information Technology Systems Manager will provide vision, leadership and management for all aspects of educational and information technology as it relates to the mission and operation of Saltus Grammar School. S/he will assume overall responsibility for the school's technology infrastructure and its efficient and effective use to support teaching, learning and daily operations. The Information Technology Systems Manager will build and lead a talented and dedicated team of IT staff and will serve as a key strategic partner for faculty, staff, administration, parents and the Board of Trustees. S/he will inspire faculty to implement a vision for the use of technology in teaching and learning at Saltus.

Essential Duties and Responsibilities:

- Maintains a high-level understanding of the day-to-day operation and goals of all functional areas of the school as well as the mission and goals of the school as a whole.
- Collaborates with the Director of Educational Technology to lead the ongoing development and maintenance of a multi-year technology plan.
- Advises colleagues in selecting technologies that will best contribute to the fulfillment of the school's short and long-term goals, and assist other school leaders in understanding and evaluating the role of information technology at Saltus.
- Collaborates with members of the Senior Leadership Team to identify needs in their areas and advise on technological solutions.
- Researches technologies and trends in technology use in EYFS, Primary and Secondary educational institutions that support teaching, learning, and operations.
- Directs IT department staff, vendors, and consultants in implementing and supporting selected technologies, and mediate contracts for cloud-based and contracted services.
- Develops plans and budgets for information and network infrastructure systems and their integration into academic and operational activities.
- Develops, communicate, and enforce technology guidelines and curriculums that encourage safe and responsible use.
- Liaises with the Director of Educational Technology to coordinate and/or conduct training for the school community on new and existing technologies.
- Provides leadership in showcasing technology within the community.
- Coordinates ongoing technology maintenance and support activities.
- Develops and maintain department operational and capital budgets.
- Provides organizational leadership and direction for IT department staff and direct hiring, scheduling, staff development, performance appraisal and department operations.
- Provides high-level operational support for IT department staff as well as hands-on systems,

- network, and end-user support services.
- Responds to major network outages and failures on a 24/7 basis

Desired Qualifications and Experience:

- Preferred Master's degree, minimum of a Bachelor's Degree in Computer Science, Information Systems, Educational Technology or comparable combination of education and experience;
- Minimum of 3 years in an Information Technology leadership capacity within an educational environment;
- Broad knowledge of Academic technologies including classroom audio/video systems, learning management systems, collaboration tools such as Google Apps, etc.;
- Experience with maintaining a BYOD environment;
- Broad knowledge of IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Server Virtualization, Storage Area Networks, VoIP, etc.;
- Working knowledge of database systems, SQL, and at least one programming/scripting language;
- Familiarity with independent school administrative operations (Admissions, Registrar, Development, Finance) and supporting software systems such as Blackbaud, SIMs, Senior Systems, PCR, etc)

Desired skills:

- Effective public speaking, interpersonal, and relationship-building skills;
- Strong written and oral communication skills;
- Analytical and problem-solving abilities, with keen attention to detail;
- Self-motivated and directed, with the ability to effectively prioritize and execute tasks in a high pressure environment;
- Experience working in a team-oriented, collaborative setting;
- Strong customer service orientation

Saltus Grammar School
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First preference will be given to suitably qualified and experienced Bermudians or Spouses of Bermudians, in accordance with Bermuda Department of Immigration policy.