



BERNARD ZELL

ANSHE EMET DAY SCHOOL

Bernard Zell Anshe Emet Day School (www.bernardzell.org) is an independent Jewish day school for the 21st century where academic purpose, collaborative learning, and deep commitment to humanity develop engaged, confident learners and compassionate leaders for a stronger, more vibrant community and world. A pluralistic community day school, Bernard Zell welcomes students and families of varied religious beliefs and observance. The school combines Jewish learning and tradition with the best of innovative educational practice in a challenging and nurturing learning environment.

Job Title: Director of Technology	Department: Administration	Supervisor: Chief Financial Officer
Date Available: July 1, 2016	Date Posted: April 18, 2016	

The Director of Technology is a key employee who provides strategic leadership, facilitates IT projects, supervises IT staff, and manages department operations to ensure the delivery of robust and reliable technology resources to the school community.

Primary Job Responsibilities

Administration

- Inform division heads and department directors of the work of the IT Department
- Partner with different administrators (admissions, communications, advancement, business office) to provide efficient workflows for school operations and enhance the school's web site presence and communications
- Collaborate with administrative team members to ensure consistency and coordination of IT activities and initiatives
- Manage the current IT operations budget and forecast future budgetary needs
- Manage school policies that relate to appropriate and legal use of technology by students and employees.
- Meet regularly with the Director of Instructional Technology and/or technology integration coaches to address student and faculty technology needs and professional development

Vision and Planning

- Establish IT priorities, initiate projects and set policy regarding information technology services
- Develop technology plans that stay abreast of new developments and support the school
- Define and deliver cost effective, reliable and secure technology solutions to the school
- Consult with school leaders and users to understand academic and administrative needs
- Develop and administer long range strategic planning for the technology program
- Participate in the school's master planning process to anticipate the technology needs for new and/or upgraded learning spaces

Management

- Lead IT services team of 4 - supervise, evaluate, and mentor the IT services team
- Lead IT project management - ensure deadlines are met, set priorities, assign tasks

Supervise Operations

- LAN/WAN network infrastructure
- Onsite and cloud servers
- Data information systems (Blackbaud/Whipple Hill)
- VOIP phone system
- IT customer service helpdesk
- Deployment of employee/student technology devices & software

- Procurement of IT equipment & services

Qualifications & Skills

Required

- BS in CS, CIS, MIS or related discipline
- 5+ years implementing, configuring and maintaining Windows and Linux servers in a vCenter environment
- 5+ years implementing, configuring and maintaining Cisco/Juniper network devices, including but not limited to switches, routers and firewalls
- 3+ years of supervisory experience
- Expert understanding of information security policies and best practices
- Experience deploying and troubleshooting Mac OSX
- Skill in budget preparation and management, ability to adhere to and operate within guidelines
- Expert capacity for problem solving, ability to handle multiple tasks with strong attention to detail
- Strong interpersonal skills and the ability to work effectively across all constituencies
- Excellent verbal and written communication skills

Preferred

- Master's degree in technology-based program
- Experience working in K-12 environment, preferably independent school
- Knowledge of administrative data systems: Blackbaud Education Edge and Raiser's Edge
- Experience with Whipple Hill product suite: onRecord, onCampus, onboard
- Strong knowledge of critical network operations around Active Directory, LDAP, RADIUS, DHCP, DNS and VLANs
- Strong knowledge of database applications and MySQL
- Experience with Netboot/Netinstall, Jamf Casper Suite or related system imaging technologies
- Experience with Microsoft Windows Server, Active Directory and Group Policy
- Experience managing a Google Apps environment
- Experience managing and troubleshooting IOS devices
- Familiarity or experience with Content Management Systems
- Additional certifications (Apple, Microsoft, Cisco, vmWare, etc.) highly regarded

To Apply

If interested, please email your resume and cover letter to businessofficejobs@bzaeds.org.

Equal Opportunity Employer

Bernard Zell Anshe Emet Day School has a long-standing policy of equal employment opportunity for every person regardless of age, race, color, disability, marital status, gender, sexual orientation, national origin, ancestry, or citizenship.

Bernard Zell recruits, hires and promotes individuals without regard to these characteristics, and all staffing decisions are based solely on the qualifications of each individual and the legitimate educational needs of our students.

The school does not discriminate in working conditions, physical facilities or any other terms, conditions or privileges of employment, including transfer, compensation, training, promotion, demotion or separation based on age, race, color, disability, marital status, gender, sexual orientation, national origin, ancestry or citizenship. Bernard Zell Anshe Emet Day School seeks to provide a work environment that is free from discrimination, intimidation, and harassment based on any of these or other characteristics.