

THE HOCKADAY SCHOOL

Available Position:	Assistant Director of Technology
Department:	Technology
Reports to:	Director of Technology
FLSA Classification:	Exempt (Salary)
Full/Part-time:	Full-time (12 months)
Date Posted:	January 18, 2023
Start Date:	Immediately

About The Hockaday School:

The Hockaday School is an independent, college preparatory school for girls of strong potential and diverse backgrounds who may be expected to assume positions of responsibility and leadership in a rapidly changing world. With an enrollment of more than 1,100 students, The Hockaday School is the nation's largest prekindergarten through grade 12 independent girls' school. Ranked among the country's finest college preparatory schools, it was founded over a century ago and continues today to build on its original Four Cornerstones: Character, Courtesy, Scholarship, and Athletics.

Hockaday's faculty are recognized as experienced leaders in their field and students in every grade benefit from outstanding faculty and access to unmatched resources. Families who choose Hockaday care deeply about providing their daughters with a comprehensive and rigorous education, both inside and outside the classroom. Hockaday's student body reflects the diversity that is deeply valued by the School.

Position Description:

The primary responsibilities include maintaining hardware, providing user support, and training, and assisting with project delivery. Hockaday is seeking an experienced professional to take on the role of the Assistant Director of Technology, who will work with the Director of Technology to lead a team of talented individuals in the advancement of IT infrastructure, endpoint device management, and desktop support.

The Assistant Director of Technology will support the management of day-to-day operations, including but not limited to managing physical and logical security for the network infrastructure and data. The position strives to maintain a high level of internal customer satisfaction and support by monitoring the help desk and maintaining an inventory to ensure the department provides and manages corrective, proactive, and preventative maintenance for all school-wide resources. The Assistant Director of Technology will work with the Director of Technology to provide leadership, direction, and guidance to staff and managing operational activities to achieve the department's long and short-range goals and business objectives.

Essential Functions:

- Support the Director of Technology to maintain network, help desk, hardware, and software services functioning at high levels
- Assist the Director of Technology in the design and implementation of infrastructure, software, and user device related projects
- Support the management and growth of internal technology staff members
- Work with the technology team to troubleshoot and repair problems relating to network, computer, audiovisual, software, and other office and electronic equipment

- Collaboratively advance The Hockaday School mission by researching best practices, developing new procedures, and implementing accessible, practical, and purposeful technologies
- Provide leadership and support of the effective implementation of infrastructure and instructional technology
- Respond to requests for classroom resources including new hardware, software, and media, while also assisting with classroom specific support requests
- Collaborate with technology integration specialists to support technology related initiatives and implementation
- Assess the effectiveness of, and leads efforts to improve, the school's implementation of technology tools for instructional and operational purposes
- Establish and evaluates technology policies, procedures, and processes in areas such as: end-user support, data management, and network access
- Manage the deployment of hardware, software, and systems
- Other duties as assigned

Qualifications/Experience:

- Bachelor's degree
- Technology experience in an independent school setting or large enterprise scaled organization
- Advanced understanding and ability to use and troubleshoot networking equipment, technology hardware and end-user devices, including Microsoft Windows and Office products, basic office equipment, mechanical equipment, Enterprise Resource Programs, databases, etc.
- Primary focus on the Microsoft M365 / Azure stack of software, Cisco networking and Cisco Call Manager.
- Experience or willingness to learn about MDM platforms, k-12 software services, and other management systems
- Project management organizational awareness
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in a school environment, including students, co-workers, and parents to provide a high-level of customer satisfaction
- Adaptability, honesty, self-reliance, teamwork, dependability, flexibility, willingness to listen and learn, work ethic, determination, persistence, problem-solving skills, loyalty, and congeniality are essential
- Must have the ability to work in a school environment through satisfactory completion of all legally required and School-required background and screening checks and verifications, including criminal and sex offender background checks.

Training:

- Participate in all requisite School trainings prior to the start of the school, and throughout the School year.
- Attend required staff development and training sessions throughout the year
- Attend periodic in-service meetings
- Acknowledge receipt of the current Employee Handbook and are responsible for reviewing the contents and abiding by rules, policies and procedures stated in the Handbook or otherwise by the School
- Abide by Hockaday's Code of Ethics and Conduct
- Commit to the ideals expressed in [Hockaday's Tenets of Staff Excellence](#)

Physical Requirements and Work Environment:

- Regularly works in standard office conditions and climate
- Regularly uses close and distance vision, including working at a computer screen for extended periods of time; Ability to observe students from various distances.
- Frequently required to move around the office/classroom; works at a desk for extended periods of time; occasionally moves around campus, ascends ladders.
- Ability to occasionally move items weighing up to 50 lbs. across the office
- Sometimes works in an occasionally stressful environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts with stamina to maintain attention to detail despite interruptions
- Ability to infrequently work flexible hours to support before and after-school or weekend events
- Ability to maintain appropriate boundaries with students, fellow staff and community members

Limitations and Disclaimer:

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. This job description reflects administration's assignment of essential functions; and nothing in this herein restricts administration's right to assign or reassign duties and responsibilities to this job at any time.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.

Application Requirements:

Qualified candidates should complete an online application for employment under How To Apply at <https://www.hockaday.org/about/employment> and attach a cover letter and résumé. You will receive an email confirming receipt of your application and additional details to complete the application process. **Contact recruitment@hockaday.org with any questions.**

The Hockaday School is an equal opportunity employer. It is our policy not to discriminate, and to comply with all applicable state and federal laws prohibiting discrimination in employment based on race, color, sex, sexual orientation, creed, religion, national origin, ethnicity, age, disability, veteran status, or other applicable protected classification.