



DIRECTOR of INFORMATION TECHNOLOGY

Sacramento Country Day School, the regional leader in PK-12th grade independent school education since 1964, seeks a Director of Information Technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Reports to the Head of School, and is part of the administrative team.
- Develop a strategic and long-range technology plan for the school.
- Provide leadership, vision, and day-to-day management of the IT department, including data network and backup systems, firewall and security issues, databases, servers, printers, and telephone systems.
- Identify, evaluate, and recommend new and emerging technologies for classroom and administrative uses or to improve the current infrastructure.
- In conjunction with the Senior Educational Technology Specialist, promote the use of technology to support classroom learning and optimize student achievement.
- In collaboration with the communications department, oversee the technical side of the school's web content platform.
- Develop and manage the school's computer/device operating and IT budget.
- Manage vendor relations, procurement, installation, and implementation of information systems.
- Ensure the coordination, security, and efficiency of network infrastructure.
- In coordination with the registrar and data analyst, develop and maintain the school's databases and internal and external networks.
- Remain current on new developments in the areas of software, hardware, networks, telecommunications, training, and maintenance.
- Manage inventory and deployment of all school-owned or leased equipment including, but not limited to, Macbook Airs, Chromebooks, iPads, TVs, Apple TVs, projectors, copiers, printers, etc.
- Provide maintenance and support for all school devices, classroom technology, admin/office technology, and audio-visual systems throughout the school.
- Assess and respond to IT needs as voiced by faculty, administration, and staff.
- Attend appropriate faculty meetings.
- Maintain an active role in the local, state and national technology community.
- Assume responsibility for other projects as assigned by the business officer.

OTHER DUTIES

- Work with students to support their technology needs.
- Teach and develop Computer Science AP program.
- Support after hours events such as the school auction, board meetings, speaker events and school dances to name a few.
- Be able to work on hands and knees or in confined spaces to fix technical needs.

- Be able to lift 20-50 pounds.
- Be on call for crisis management situations.

MINIMUM QUALIFICATIONS

- Bachelor's degree in an appropriate field (information technology, computer science, systems management, or related discipline).
- Master's degree preferred.
- Professional technical certifications from Microsoft, Apple, Cisco, etc., preferred.
- 3-5 years of teaching experience in K-12 schools preferred.
- 5+ years of progressively responsible experience in the development, installation, and maintenance of information systems.
- Current and in-depth knowledge of network architecture; telecommunication; wireless, mobile, and cloud technologies.
- Knowledge of Blackbaud administrative and academic database systems a plus.
- Strong knowledge of Apple OSX, iOS, OSX Server, Google Suite Admin.
- Strong knowledge of Adobe Creative Cloud.
- Strong knowledge of Videography & Photography skills.
- Demonstrated success in a supervisory/management role.
- Strong organizational, technical, and analytical skills.
- Proven success developing and balancing an annual budget.
- Strong interpersonal and communication skills, both written and verbal.
- Problem-solver with a high degree of diplomacy.
- Able to prioritize multiple tasks.
- Detail-oriented.
- Excellent communication skills.
- Must be able to work with students and faculty in various projects and events.
- Able to work collaboratively with a team.

SCDS is an inclusive community and welcomes applicants from all backgrounds. Interested candidates should send a resume and a letter of interest to Lee Thomsen, Head of School at lthomsen@saccds.org.

THE COUNTRY DAY MISSION

Sacramento Country Day inspires intellectual discovery and engages a diverse community to think critically, live creatively, and act compassionately.

EQUAL EMPLOYMENT OPPORTUNITY

Sacramento Country Day School does not discriminate on the basis of physical ability, race, religion, gender, sexual orientation, gender identity, or national or ethnic origin in its admission, financial aid, or employment policies or in the administration of educational, athletic, or other school programs.