



Director of Information Technology

Overview

Provide outstanding service in all aspects of the Educational and Informational Technology departments to support St. Stephen's Episcopal Day School's mission, vision, strategic plan, goals, and marketing as well as supporting all organizational and planning aspects of the ShifftinEdu Innovation Learning Event.

Full Job description

Members of the Innovation Team at St. Stephen's Episcopal Day School play a strategic leadership role in advancing the mission of the School.

We are a school of inquiry, innovation, and impact. We prepare all students to be middle school ready, globally competitive, and engaged citizen leaders. Current and prospective parents of St. Stephen's have high expectations of quality for the education of their child.

The Director of Information Technology position is a full-time, 12 month position reporting to and working closely with the Head of School. Any candidate must be an expert on ISTE Standards and support their implementation with all constituencies. Responsibilities include working with the Director of Innovation to support all innovation initiatives, work with the Administration Team and the Director of Communications to ensure our infrastructure supports marketing strategies, goals, social media outreach, and other electronic communications. Involvement in all aspects of ShifftinEdu is an integral part of this position.

Essential Duties

- Lead a future-ready technology Vision for the School.
- Update and implement the 5 year technology plan.
- Responsible for the daily optimal functioning of entire infrastructure on property.
- Be present at all chapels, Eucharist services, Open Houses, Speech Contests, plays or other presentations involving technology and large groups to troubleshoot any issues with technology.
- Work to create various and inventive ways to have online campus tours.
- Learn all components of the student database system (Senior Systems) to support administration and teachers with various tasks.
- Maintain an inventory of all technology devices throughout the campus and work with the Innovators to keep records current as mobile devices change status and ownership.
- Provide technical support to faculty, staff and administration.
- Provide professional development for all faculty and staff with regard to technology.
- Assist with infrastructure, planning, organizing, scheduling and other components of ShifftinEdu.



- Plan with Assistant Head of School for Professional Development training for the implementation of new technologies.
- Must be an educator and team player who works well with others. Specific examples include:
 - Open to share and explore ideas with a group
 - Having an optimistic and “can do” attitude
 - Understanding the nature of a small, independent and Episcopal school and willingly take on additional tasks to help others and expect the same in return.
- Communicate effectively in written and oral form.
- Manage multiple projects and deadlines.
- Work collaboratively with individuals of all skill levels.
- All technical abilities is expected (web design, IT skills, network management, database experience)
- This position requires working with sensitive and private family and student information. Confidentiality is required.

Qualifications

- A strong set of information technology and educational technology skills
- Relevant professional training
- A bachelor's degree from an accredited college or university is a minimum requirement
- A graduate degree in management, instructional technology, information systems, or related field is preferred