



Director of Technology

About Shefa:

The Shefa School is a Jewish community day school in Manhattan serving students in grades 1-8 who benefit from a specialized educational environment in order to develop their strengths while addressing their learning challenges. We specifically serve students with language-based learning disabilities who have not yet reached their potential levels of success in traditional classroom settings. Shefa is a pluralistic community school, serving families across the range of Jewish involvement and observance.

About the Position:

The Shefa School is seeking an experienced and knowledgeable full-time Director of Technology who will be responsible for developing and managing the technology strategy, infrastructure and function for the school. The Director of Technology will report to the Assistant Head of School and will oversee a small team continually developing our technology solutions, responding to problems and questions, and supporting faculty and staff to maximize the effective use of technology to meet the needs of a fast-growing school.

Key Responsibilities:

The Director of Technology is responsible for all day-to-day technology initiatives. This individual will be responsible for identifying and implementing best practices on all technology issues. Other responsibilities include but are not limited to:

- Develop, execute and manage, day-to-day, annual and long-term IT plans
- Lead the small but knowledgeable and effective IT team
- Manage and oversee the implementation and maintenance of all technology architecture and systems including servers, wired and wireless networks, backup, staff and student devices, software, printers and peripherals, remote access VPNs, VoIP phones, information security, web content filtering, and data warehousing
- Establish, administer and communicate policies, procedures and goals for IT at Shefa
- Act as first point of contact and troubleshooting response for any technical issues including connectivity, computer hardware and software, printers, and applications
- Support teachers in identifying, implementing, and continually learning to use technology to support instructional goals

- Analyze needs of the school and establish priorities for systems design and implementation of new and/or modified systems. Develop schedules and milestones to track progress of technology implementation. Assess and recommend technology and consultant solutions
- Ensure network operations, including server maintenance, wired and wireless bandwidth maximization, connectivity, uptime and speed
- Oversee backup system and processes for data and files and provide support for other technical systems including website, student information system, etc.
- Administer IT purchasing and asset management
- Negotiate agreements and manage relationships and contracts with IT vendors, consultants and suppliers
- Develop and manage annual IT budgets and oversee grant processes and implementation

Qualifications:

The ideal candidate will have a Bachelor's Degree or higher with a concentration in the fields of IT/IS, Computer Science or other relevant fields and a minimum of 5 years of experience in the development, installation, and maintenance of information systems. Supervisory and team management experience is required as is the advanced knowledge and experience managing, configuring, and setting up network components of IT solutions, systems, and software. The ideal candidate will also have experience with educational technology and managing technology systems for schools.

Shefa is a high-functioning, fast-paced, collaborative environment that values humor and humility while getting the job done. You need patience and a willingness to teach staff members with diverse technology backgrounds to solve many of their own technical challenges. We are seeking an individual that sees problems, proposes solutions and is eager to learn new things. Excellent oral and written communication skills and the ability to organize, multi-task, and prioritize are essential to this role.

Salary: Competitive and commensurate with experience

Please send a cover letter and resume to: jobs@shefaschool.org

The Shefa School is an equal opportunity employer and provides equal employment opportunities without regard to race, color, religion, sex, age, national origin, disability, pregnancy, childbirth and complications arising therefrom, sexual orientation, gender identity, marital status, alienage or citizenship status, creed, genetic predisposition or carrier status, victims of domestic violence or any other protected characteristic as established by law.