

**Director of Technology  
Woodlynde School  
Strafford, PA**

**Job Purpose:**

The Director of Technology is responsible for the management, strategy, and execution of IT infrastructure for the school. In addition, the Director of Technology is responsible for the operation of the hardware and software systems throughout the school.

**Duties and Responsibilities:**

- Oversees technical projects in alignment with organizational goals
- Directs the effective delivery of networks, development, and disaster recovery systems and processes
- Supervises the Network Administrator, while working closely with management, external vendors, and advisors
- Prepares financial budgets and presents proposals for capital projects to the Head of School and Director of Finance
- Researches and recommends new products
- Leads efforts to improve IT processes
- Manages the purchase, circulation, and repair of computer hardware and software for both students and employees
- Ensures the smooth, effective operation of wireless internet capabilities on campus
- Creates and loads a yearly “image” on all school computers
- Ensures that teachers have the image and software they need to do their jobs effectively
- Provides technical assistance regarding hardware usage
- Maintains efficient Helpdesk process to troubleshoot colleague and student needs, gathering critical data to look for opportunities for improvement
- Works closely in collaboration with the Director of Educational Technology to meet the ever-changing technology needs of students and educators
- Effectively and efficiently oversees the school physical and virtual servers, ensuring the school’s needs are met in a fiscally responsible manner
- Develops connections with other schools to share industry standards and best practices

**Qualifications and Requirements:**

- Bachelor’s degree in education or technology as well as a master’s or significant experience in a school technology department
- Exceptional interpersonal skills, including an ability to work and communicate effectively with a wide range of audiences inside the school and beyond
- Strong organizational and project management skills, including a reliance on data-driven decision making and the ability to manage multiple projects and priorities simultaneously
- Ability to take direction and respond to changing feedback in the context of a fast-paced environment

- Proven ability to work independently, be self-driven
- Dynamic and motivational leader, who in partnership with the Head of School, will engage members of the community in generative and strategic conversations that support a culture of growth and continual improvement
- Demonstrates a collaborative, growth mindset and works well within a team dynamic

**Working Conditions:**

12-month position. 40-hour work week. The technology director shall be available on an “on-call” basis when a major disruption to the technology program occurs (internet outage, power outage, email server outage, etc.). Hours of the workday will be balanced with the Network Administrator to provide uninterrupted IT support to the school or summer camp while in session.

**Direct Reports:**

- Network Administrator

**Interested candidates should submit a cover letter that includes *your philosophy regarding the role of technology in education* and resume to Pamela Lasco at [lasco@woodlynde.org](mailto:lasco@woodlynde.org).**