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:	May 14, 2021
Start Date:	June 14, 2021

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. While most Hockaday families come from across the greater Dallas-Fort Worth area, Hockaday students also come from across the United States and around the world.

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:
- Abides by Hockaday's Code of Ethics and Conduct
- Commits to the ideals expressed in Hockaday's [Tenets of Staff Excellence](#)
- Supports the Director of Technology to maintain network, help desk, hardware, and software services functioning at high levels
- Assists the Director of Technology in the design and implementation of infrastructure, software, and user device related projects
- Supports the management and growth of internal technology staff members
- Works with the technology team to troubleshoot and repair problems relating to network, computer, audiovisual, software, and other office and electronic equipment
- Collaboratively advances The Hockaday School mission by researching best practices, developing new procedures, and implementing accessible, practical, and purposeful technologies
- Provides leadership and support of the effective implementation of infrastructure and instructional technology
- Responds to requests for classroom resources including new hardware, software, and media, while also assisting with classroom specific support requests
- Collaborates with technology integration specialists to support technology related initiatives and implementation
- Assesses the effectiveness of, and leads efforts to improve, the school's implementation of technology tools for instructional and operational purposes
- Establishes and evaluates technology policies, procedures, and processes in areas such as: end-user support, data management, and network access
- Manages 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.
- Experience or willingness to learn about MDM platforms, k-12 software services, and other management systems
- 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 successfully complete background screening and verification

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.
- Lifting – e.g., Ability to occasionally move items weighing up to 15-25 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

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.