CHIEF INFORMATION OFFICER (CIO)

MIAMI COUNTRY DAY SCHOOL

Honor, respect, wisdom, and compassion: these are the core values of an exceptional school in a dynamic part of the country. Miami Country Day seeks a talented, experienced, and enthusiastic Chief Information Officer who embodies these values to lead its technology division and provide vision and oversight for three departments: IT, Data and Web Systems, and Educational Technology. This is a new position at Miami Country Day, reporting to the Head of School and serving on the Leadership Team.

SUMMARY

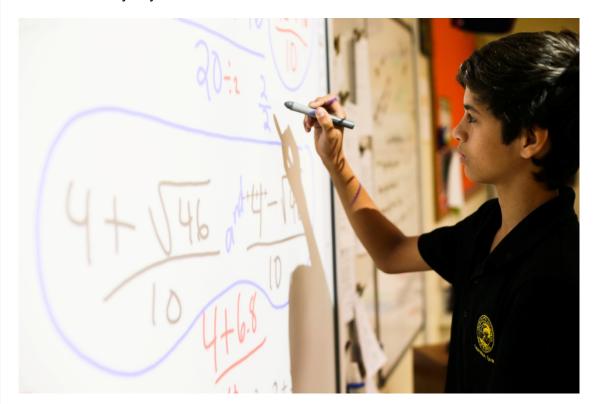|	
Position:	Chief Information Officer (CIO)
Reports to:	Head of School
Organization:	Miami Country Day School
Post Date:	January 19, 2016
Application Deadline:	February 29, 2016, or until filled
Start Date:	July 1, 2016

Miami
COUNTRY DAY SCHOOL

ORGANIZATION OVERVIEW

MISSION

Miami Country Day School is a college preparatory learning community committed to educating the whole child. Through the core values of honor, respect, wisdom and compassion, we prepare students to be lifelong learners. We inspire our children to develop their intellectual, physical, aesthetic, social, emotional and spiritual potentials by valuing every student every day.

VALUES

At Miami Country Day School we prepare children for college and for life by embracing four core values: honor, respect, wisdom and compassion. Students, faculty, and parents are encouraged to live by a set of core values and to act as models for action and behavior.

- **Honor** fosters integrity and truthfulness, which leads to correct and trustworthy actions.
- **Respect** encourages valuing the rights and opinions of others as well as acting with consideration towards others.
- **Wisdom** defines intelligence and knowledge, which comes with experience and allows for good judgment and insight.
- **Compassion** expects action towards others with empathy, care, acceptance, and understanding.

Miami
COUNTRY DAY SCHOOL

KEY STATISTICS

- **Founded**: 1938
- **Location**: 21-acre campus located in Miami Shores, just north of Miami.
- **Students**: 1250 students in grades PK3 – 12. Miami Country Day truly has a diverse and international student body, with students hailing from over 30 different countries.
- **Accreditation**: Southern Association of Colleges and Schools, Southern Association of Independent Schools, Florida Council of Independent Schools, and the Florida Kindergarten Council.
- **Endowment**: $8 million
- **Financial aid**: $3.4 million, awarded to 18% of students
- **Web**: www.miamicountryday.org

ABOUT THE SCHOOL

Miami Country Day School began in 1938 as an elementary boarding school for boys and was founded by Mr. Luther B. "L.B" Sommers and C.W. "Doc" Abele. In the early years, the school was known as The Miami Country Day and Resident School for Boys. It opened with only nine boys, but quickly grew to have a reputation as one of the finest independent institutions in the Southeast. Through the 1950's and 1960's, day students were added to the school's resident population. From the beginning, the school emphasized the development of young boys into multi-faceted civic leaders, including a healthy dose of athletic activities and cultural experiences.

In the 1970's, Miami Country Day became co-educational, and the boarding program was phased out. What had been the boarding rooms were converted into classrooms to make space for the growing student body. Originally a K-8 program, the school expanded to include an Upper School and graduated its first 12th grade class in 1981. The "Spartans" began to participate in a wide variety of competitive sports, playing for championships in everything from golf to soccer to swimming.

Over the years, political leaders, professional athletes, celebrities from film and music, and foreign dignitaries have chosen Miami Country Day School for their children. Miami Country Day alumni have gone on to successful careers in politics, business, entertainment, and a host of other promising fields. With a strong alumni base, many of these former graduates return to visit, become Miami Country Day parents, and some have even returned to teach.

The original buildings may have changed and made way for the new times, but the original spirit of the school stands steadfast. Where a one-story "quadrangle" and lower school without air conditioning once stood, a multi-level Media Center, complete with library, computer facilities, and the latest communication technologies has become the heartbeat of the campus.

The education of the whole person, including the six potentials: intellectual, spiritual, social, aesthetic, physical, and emotional, and emphasis on the core values of honor, respect, wisdom, and compassion, are fostered within a strong college preparatory program.

Miami
COUNTRY DAY SCHOOL

ABOUT THE TECHNOLOGY DEPARTMENT

The technology department is divided into three functional teams.

The Information Technology (IT) Department comprises a team of three technicians and engineers, led by an IT Service Manager. The IT department oversees all aspects of IT operations, including: network architecture; wireless access; off- and on-campus servers; computer imaging, deployment, and repair; security; backup; telephony; email; help desk; and purchasing. The IT Department is currently run by a managed services provider; all four individuals are employees of that company. All four work on-campus every day, and each has worked at Miami Country Day for multiple years, so they are part of the fabric of the community.

The Data and Web Services (DWS) Department is a relatively new department, having been formed about four years ago by unifying several heretofore distinct positions. This department oversees the enterprise data systems of the school, including the website and the student information system (SIS), which is powered by Blackbaud / Whipple Hill. The school utilizes several Blackbaud technologies, with Raiser's Edge, Financial Edge, and OnRecord in full operation—all of which are maintained by DWS. The Registrar, Scheduler, and Gift Accounting Processor are part of the DWS team. Thus, DWS holds critical operational relationships with many departments of the school, including: the academic divisions, the business office, the admissions office, and the development office.

The Educational Technology (Ed Tech) Department is a large department with many people working under it, though some have other teaching duties. Ed Tech is the engine for providing faculty both academic technology training and inspiration. The Ed Tech Director oversees the library, all academic technology integration, several programming and STEM initiatives, the copy center, and a few major enterprise data systems.

OPPORTUNITIES AND CHALLENGES

The new CIO will play a critical role in reshaping the department and setting technology strategy for Miami Country Day.

As a premier educational institution with a strong national reputation, Miami Country Day has invested heavily in technology infrastructure. The Technology Department is well-staffed with dedicated, long-serving professionals. The three functional unit directors are veterans of their respective disciplines and are engaged in the daily operations of their departments. The Head of School has a background and passion for educational technology, having written publications on this topic. Members of the Board of Trustees and the Leadership Team are committed to being supportive, strategic partners for the new CIO.

Miami
COUNTRY DAY SCHOOL

For the last several years, the department has been led by an outside contractor on a part-time, interim basis. The department now needs to find a visionary, proactive, engaged leader who will build and sustain cohesion among the three functional units. The new CIO must be dedicated to reestablishing a single-department mindset with a common set of goals, values, and priorities. Department unification will be a critical task for the CIO. A commitment to establishing solid management, HR, and professional growth practices will also be important.

A recent assessment was conducted identifying areas for improvement and potential change. Many of the recommendations involved implementing best practices, redefining roles, and improving relationships both within the department and with the broader Miami Country Day community. The entire Leadership Team is committed to supporting the CIO, who must be ready to tackle tough challenges head-on. At the same time, the CIO needs to be very strong at identifying, supporting, and growing human talent in a large technology department.

The new CIO must have strong skills in security, IT infrastructure planning, and resource allocation as the school plans various upgrades and improvements. Miami Country Day is in the middle of a major master plan, which includes $25 million in new facilities. Meanwhile, the Miami Country Day technology network has experienced external threats in the recent past. Security is very important to the Miami Country Day leadership and community.

Teachers and students at Miami Country Day have had mixed results with technology as a learning enhancement tool, both from an IT and integration perspective. Miami Country Day supports a large number of technology systems, platforms, and projects—some would say too many. While complete systems integration or consolidation are never possible at a school, it will be critical for the CIO to be the guiding force behind developing a more effective, cohesive educational technology strategy that aligns with the needs of teachers, students, and academic administrators.

Miami Country Day is excited to find a visionary leader who can articulate and implement a technology vision that supports and enhances the entire operations of the school.

Miami
COUNTRY DAY SCHOOL

THE POSITION: CHIEF INFORMATION OFFICER

SPECIFIC DUTIES

LEADERSHIP AND STRATEGY

- Manage the three functional areas and their respective directors: Information Technology, Data and Web Services, and Educational Technology
- Manage and plan the technology budget
- Serve on and/or oversee technology-related committees at the leadership, faculty and staff, and student levels
- Collaborate with the Head, the Board, the three Division Heads and the COO on strategic and operational aspects of technology
- Develop and maintain strategic and operational plans for technology that are aligned with the mission and values of the school and that support the goals of the various divisions and departments
- Serve as an actively engaged member of the Leadership Team
- Attend professional development opportunities as necessary to ensure that Miami Country Day maintains a top-tier, cutting edge technology program
- Oversee the research and evaluation of emerging technologies for IT, DWS, and Ed Tech
- Ensure that all members of the technology department are properly trained and are receiving the necessary professional growth opportunities to stay current in their respective fields
- Ensure that all members of the community are receiving sufficient internal and external technology training
- Maintain an active presence in the local, regional, and national educational technology communities
- Ensure the successful establishment and maintenance of local, regional, and national partnerships to support the strategic goals of the educational technology program

OPERATIONS

- Ensure that all three functional departments are collaborating and cooperating as a cohesive team with a common set of objectives and priorities
- Interact with administrators, faculty, staff and students to ensure that all three functional departments are (1) providing consistent and satisfactory service and support; (2) meeting the needs of the end-users; and (3) aligned with the business, academic, and operational objectives of the school
- Establish and evaluate technology policies, procedures, and processes in areas related to: end-user support, data management, network security, hardware deployment, and budget allocation
- Oversee and evaluate the deployment of all hardware, software, and systems from various perspectives, including: cost-effectiveness; customer satisfaction; compliance; asset management; migration, rollout, and transition; efficiency; and performance
- Maintain and evaluate all third-party vendor relationships
- Oversee the hiring and supervision all technology staff
- Other duties as assigned

Miami
COUNTRY DAY SCHOOL

PROFESSIONAL QUALIFICATIONS AND PERSONAL QUALITIES

Miami Country Day is looking for candidates who can demonstrate:

- A strong set of technology skills and professional training. A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree in management, instructional technology, information technology or other relevant field is highly desirable.
- Significant experience as a technology leader, including areas such as: project management, change management, enterprise systems design and management, end-user training and support, financial planning, and direct employee supervision
- Experience working in a technology department of an educational institution.
- A successful history of implementing and growing large-scale technology professional development experiences for employees—particularly faculty.
- Strong communication skills: written, verbal, presentation, and training.
- A thoughtful but determined approach to change management and department unification—while still remaining true to organizational goals and community culture.
- A collaborative, cooperative, and patient mindset.
- Visionary leader in tune with the needs of a dynamic and diverse faculty
- An ability to lift up to 25 pounds, and an ability to access technology hardware in small, hard-to-reach spaces.

TO APPLY

Ed Tech Recruiting is acting on behalf of Miami Country Day to recruit exceptional technology professionals to fill this extraordinary opportunity. Please direct any inquiries to:

Gabriel Lucas
Principal, Ed Tech Recruiting
gabe@edtechrecruiting.com

Applications will be considered through February 29, 2016, or until the position is filled. Candidates should send the following PDF attachments to jobs@edtechrecruiting.com:

- Cover letter addressed to the MCDS search committee
- CV or résumé
- A list of four or more references (including phone numbers and emails—we will obtain your permission first before contacting references)
- Up to three letters of reference (optional)
- Statement of educational philosophy that addresses the following prompt:

  How can and should a unified independent school technology department—and in particular the senior leader of that department—provide guidance, inspiration, and support to a broader movement of educational transformation within a school, one that is led by the head of that school and embraced by administrators and faculty—with respect to curriculum, innovation, and all aspects of educational technology?

Miami
COUNTRY DAY SCHOOL