

Position: Director of Technology and Modern Learning  
Reports to: Head of School

Objectives of the position:

The Director is responsible for the planning and implementation of the various technologies used throughout the campus.

The Director leads an award-winning 1:1 program and works closely with the divisional administrators to devise and implement the vision for modern learning throughout the school. The Director also works closely with the other administrators to research and aid in implementation of technologies that make their areas more efficient and effective.

#### RESPONSIBILITIES INCLUDE:

1. Administer and maintain the local area and wide area network including all servers, content filter, MDM, switches as well as internal, guest and wireless connections
2. Administer and maintain phone system, paging system and other hardware on campus including projectors, computers, printers etc.
3. Aid in maintenance of security system and security cameras
4. Administer email system through RegionXI
5. Administer, maintain and train users on the Learning Management System, Content Management System and Student Information System
6. Budget, research and purchase campus-wide hardware and software
7. Supervise two-person technology team and facilitate the work of educational technologists/maker space coordinators in each division
8. Aid in vision, design and implementation of divisional classroom technology needs and the 1:1 program in grades 4-12
9. Research, distribute and train on emerging educational technology and pedagogy