

Information Systems Director for Innovative JK-8 School.

Woodland School, a small JK-8th grade independent school located in the beautiful hills of Portola Valley just west of Stanford University, is seeking an Information Systems Director to provide the technology infrastructure for our academic, administrative and communications programs.

With a majority of our families living and working in Silicon Valley, Woodland School is actively using technology as a key component of classroom and web-based instruction, teacher tools, school-to-home communications, and administrative support for admissions, finance and registrar functions. This position, along with <1 FTE of contractors, manages the technology infrastructure of the school which includes a 130 student 1:1 BYOD laptop program in grades 5-8, a mix of iPads and Chrombooks in the lower school, Google Apps, Cisco Meraki Network equipment, Senior Systems SIS, Schoology LMS and a suite of communication tools such as Kaymbu and Vidigami. The Information Systems Director works along with a Communications Director and a Technology Lab Coordinator.

A minimum of a Bachelor's Degree in a related field with significant experience in progressively responsible IT management positions and demonstrated leadership skills, preferably in an educational institution, with strong written and oral communication skills are required. Salary is negotiable and based upon experience and qualifications. Woodland School complies with all federal and state laws prohibiting discrimination in its admissions, employment and administrative policies and has an interest in developing diversity in the administration, faculty and student body. Applicants should send a cover letter and resume by e-mail, with Information Systems Director in the subject line, to hr2016@woodland-school.org.