DIRECTOR OF TECHNOLOGY
JOB DESCRIPTION

The Technology Director is responsible for the technology infrastructure of the School and reports directly to the Head of School.

RESPONSIBILITIES

The Technology Director provides overall strategic direction for all internal information technology including network and computer operations, server, storage, applications, intranet development, security, backup and database systems. In addition, responsibilities include Chairing of the Technology Committee, and providing strategic and visionary leadership in all areas of the use of computer technology.

DUTIES

Supervision/Management – supervise the Technology Assistants and any other Technology Department employees. The Technology Director is part of the school's management team and co-chairs the school's Technology Committee.

Systems Administration – design, plan, maintain, and upgrade the school's network and server infrastructure. This includes backup, switch/router/firewall configuration, wireless networks, administer email, manage servers and services (databases, open directory, netboot, netinstall, backup, DNS, DHCP, Windows Terminal Services), and forecast growth and future upgrades.

Database Administration – maintain Blackbaud databases, Blackbaud Web servers, FilemakerPro, Moodle, and Follet servers.

Financial Management – manage Technology budget, prepare yearly budget, make projections of equipment life and forecast replacement cycles. Negotiate with vendors and purchase equipment for school.

Computer Maintenance – perform computer repair, maintenance, configuration and deployment.

Training – train faculty and staff one on one or in groups on the use of technology.

Planning – research solutions for administrative or educational needs. Work with other departments and senior administrators to develop strategic and tactical technology plans, which support the goals and mission of the school. Perform long-term planning and needs analysis.

Performs other duties as assigned by the Head of School

QUALIFICATIONS

BA/BS required. The Technology Director needs to be well grounded in the areas of systems administration including backup technologies, server installation and configuration, managing critical data reliability and recovery, MS SQL server, Blackbaud database products, and FilemakerPro. The school uses Windows Server, Apple OSX Server, and Linux open source software. S/he should also have a good understanding of networking fundamentals and protocols including DNS, DHCP, switching, routing, vlans, and web technologies. The technology director should have a minimum of five years of experience in all of the above key areas. Knowledge of French a plus.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.