Lausanne Collegiate School

Head of School Technology

Job Description:

The Head of School Technology plays a pivotal role in leading the technological initiatives of the school. This role encompasses strategic planning, data security management, network maintenance, technology integration, research, innovation, and collaboration across various departments. The Head of School Technology will report directly to the Headmaster and collaborate closely with the technology team, business office, division heads, administration, and support staff.

Responsibilities:

Strategic Technological Planning:

➢ Develop and execute a comprehensive technology roadmap aligned with the school's educational objectives and administrative needs.
➢ Lead the identification and prioritization of technology projects that enhance teaching, learning, and school operations.
➢ Ensure that the school's technological investments support its mission, vision, and strategic goals.

Data Security and Management:

➢ Establish and enforce robust data security protocols and policies to safeguard sensitive information, including student records and financial data.
➢ Implement regular security assessments, audits, and proactive measures to prevent data breaches and unauthorized access.

Network Maintenance:

➢ Oversee the maintenance and optimization of the school's network infrastructure, including wired and wireless connectivity.
➢ Collaborate with IT staff to ensure seamless network performance, addressing issues promptly and minimizing disruptions.

Technology Integration and Innovation:

➢ Collaborate with academic and administrative departments to envision and implement innovative uses of technology in support of teaching, learning, and administrative processes.
➢ Stay informed about emerging educational technologies and assess their potential impact on the school's programs.

Technology Asset Improvement:

➢ Lead research efforts to identify opportunities for enhancing the school's technological assets, software applications, and hardware resources.
➢ Collaborate with vendors and suppliers to evaluate potential upgrades and improvements.

Security Safeguards and Compliance:

➢ Design and implement robust networking safeguards, firewalls, encryption, and access controls to ensure the confidentiality, integrity, and availability of sensitive information.
➢ Ensure compliance with relevant data protection regulations and industry standards.

Technology Assessment and Efficiency:

➢ Continuously assess the effectiveness and efficiency of existing technologies in meeting the school's needs.
➢ Identify areas for improvement, streamlining processes, and making necessary changes to optimize technology usage.

Stakeholder Collaboration:

➢ Act as the interface between the technology team, business office, division heads, and administration to ensure alignment and collaboration on technology projects.
➢ Foster buy-in and ownership of technological initiatives across different departments.

Requirements:

➢ Bachelor's degree in information technology, Computer Science, or a related field; Master's degree preferred.
➢ Proven experience in leading technological initiatives in an educational institution or similar complex organization.
➢ Strong understanding of data security, network infrastructure, and emerging technologies in the education sector.

- ➢ Excellent communication and interpersonal skills to collaborate with diverse stakeholders.
- ➢ Strategic thinking and the ability to align technology with the school's educational mission.
- ➢ Demonstrated experience in project management, team leadership, and change management.
- ➢ Knowledge of relevant data protection laws and regulations.
- ➢ Professional certifications (e.g., CISSP, CISM, PMP) would be an advantage.
- ➢ The Head of School Technology plays a vital role in shaping the technological landscape of the international IB school, ensuring that technology serves as an enabler for educational excellence and operational efficiency.

School Information:
Lausanne Collegiate School is a coeducational, college preparatory, PK2 (age 2) through 12th grade International Baccalaureate World School located in Memphis, Tennessee whose student body represents 77 different countries. Lausanne develops the individual intellects, talents, creativity and character of boys and girls through student-centered teaching, global diversity, and encouraging, challenging and engaging learning. Its mission is "to prepare each of its students for college and life in a global environment."

Lausanne enjoys the reputation of having a premiere combination of excellent academic, athletic and artistic programs. The success of the nurturing environment created by "The Lausanne Way" and the unique process approach to education offered through Lausanne's innovative, student-centered, college preparatory and global education for boys and girls has resulted in tremendous success for our graduates.

Lausanne's Commitment to Diversity:
Lausanne is a community that will never tolerate any form of discrimination, intolerance or ignorance from its students, faculty/staff/administration, parents or any other Lausanne community members. We promote diversity and inclusion within all areas of our community. Therefore, as an educational institution, Lausanne's goal is to foster a community that evokes positive change in the world.

If interested in applying, please send a resume and cover letter to
Head of Middle School, John Donecker.
jdonecker@lausanneschool.com