



FAY SCHOOL

Position Available: Director of Technology

Beginning August 1, 2015

Description: Fay School, 25 miles west of Boston, seeks a Director of Technology. Reporting to the Director of Finance and Operations, the Director will evaluate and implement technology solutions to support instructional, administrative and support services. Additionally, he/she will oversee the School's technical support staff. The successful candidate will be a person who enjoys working with both adolescents and adults, can discern and communicate the inspiring possibilities of technology, and thrives in a hands-on position with responsibilities that range from strategic and long-range planning and implementation of system-wide technology solutions to providing one-on-one and group training and support. The position is full time, year round, and is eligible for benefits.

Qualifications: The successful candidate must hold a bachelor's degree. 5 to 7 years experience in a similar position required; experience in a school setting a plus. Excellent verbal and written communication skills are expected, with the ability to interact effectively with teachers, staff, and students at all levels with warmth, tact, and professionalism. The position requires sound judgment and the ability to resolve complex problems quickly, creatively and independently. The successful candidate will be organized and detail-oriented while able to multi-task within the demands of a fast-paced, team-oriented work environment. Discretion in handling confidential material is expected. Fay School seeks candidates who will reflect and enhance the racial, cultural, and gender diversity of our school; a demonstrated ability working in a diverse and inclusive community is essential.

Responsibilities include but are not limited to:

- Supporting the mission, philosophy, and core values of the School
- Providing vision, development, and leadership for an ongoing technology plan
- Supervising and evaluating the technology team, currently one Technology Support Specialist
- Setting policy, regulations, system standards, and operating procedures. Takes responsibility for the Acceptable Use Policy working with the Assistant Head of School
- Managing operations of mission-critical systems and technology platforms including WhippleHill, Blackbaud, InfoSnap, and other products critical to the school's operations
- Responsible for security firewall, enterprise switches, site networks, ethernet, and an integrated system-wide wireless infrastructure
- Managing the technology operating and capital budgets, including timely paying of bills and ongoing evaluating contracts. Works with vendors to ensure cost-effective and timely procurement of equipment and services related to delivering a reliable environment
- Ensures the technology department has a good relationship within the community (and with other schools) and makes sure there is timely and effective resolution to any issues

Interested candidates should send cover letter, resume, and list of three references via email with the subject line "Director of Technology" to fajjobs@fayschool.org.

Fay School, 48 Main Street, Southborough, MA 01772