

Moses Brown School
Director of Technology (Job ID TC-003)

Purpose/Objective: The Director of Technology is responsible for the leadership and management of the school's Operational and Academic Technology programs and services. The Director of Technology reports to the Head of School and works closely with the school's Senior Administration leaders.

The Director develops and implements a comprehensive vision for both academic and administrative applications / integration of technology to support the mission of the school; provides leadership for the technology faculty and staff; offers consulting advice for school initiatives acting as the primary technical resource; makes decisions related to information technology; assesses the technical requirements of departments/divisions in the school; recommends solutions for effective technology use; and evaluates existing information systems to ensure they meet current school needs.

Major Responsibilities:

- Communicates the technology vision to senior leadership. Works as a consultant for school projects to ensure the best outcomes based on Moses Brown's technology capabilities. Works to build a unified technology approach across school departments and divisions.
- Leads a team consisting of the director of STEM education and the director of network services. Acts as the bridge between Operational and Academic Technologies, ensuring proper coordination and understanding of the school's systems and best practices.
- Supervises all personnel within the Operational and Academic Technology departments and ensures they are empowered to exercise initiative, work creatively, and participate productively on interdepartmental and inter-divisional teams.
- Stays current with trends in education and technology to make recommendations for the direction of school technology.
- Maintains and manages the Academic and Operational Technology budgets, including capital project, grants, building projects, and other funds. Is responsible for directly purchasing all technology related items, or if delegated to staff, overseeing the purchasing.
- Oversees the data management needs of the school. Guides the standardization of data for the student information system, data warehouse, and other school databases. Ensures proper archive and backup of data.
- Acts as liaison with external vendors and suppliers to purchase assets and equipment. Evaluates software and hardware vendors and solutions.
- Manages special projects and other duties as assigned. Responsibilities may require evening and weekend work in response to needs of the technology systems.

Relationships:

The Director of Technology's responsibilities encompass the entire school including all academic divisions and administrative departments. The Director of Technology interacts with students, faculty, staff, parent volunteers, and outside vendors.

Requirements:

Education: Bachelor's degree in computing science, equivalent experience, or education. Master's degree in computing or business preferred.

Experience: 5-7 years prior director-level technology management experience required. Experience at educational institution(s) highly preferred.

Skills, Knowledge or Competencies:

- Knowledge of educational technologies and trends.
- Ability to envision and implement exemplary applications of information technology to support teaching and learning.
- Excellent communication, managerial, organizational, analytical, and problem solving skills.
- Ability to lead technology staff and faculty using a collaborative and cooperative approach to leadership and management.
- Significant knowledge of network/infrastructure design and operation, database concepts, software applications, etc.
- Effective management of budget and funds.

Moses Brown School is a co-educational independent day school for nursery through twelfth grade. Moses Brown, a Friends school, exists to inspire students to reach their fullest intellectual and spiritual potential. We engage students in a rich academic curriculum, a broad offering of arts and athletics, and a daily life strongly rooted in the Quaker values of community, equality, and service. We affirm the Quaker belief that there is an inner light in each person which influences our decision making and leads us to the truths we seek. We consider virtues of simplicity, integrity, group wisdom, and respect for differences paramount to helping students of all faiths and backgrounds discover their missions in the world. In its hiring practices, Moses Brown deliberately seeks to maximize the diversity of the school (in terms of class, gender, ethnicity, race, religion, sexual orientation, abilities/disabilities, and language).

To apply: Please submit a resume, statement of interest, and the names of 3 references via email to jobs@mosesbrown.org. Be sure to include the Job ID, "TC-003", in the subject line. Once we have read and discussed applications, we will be in touch with select candidates to arrange for interviews.