



The mission of Trinity Preparatory School of Florida is to develop individuals who will excel in college and in life, contribute to their communities, lead in a changing society, and grow spiritually.

Job Title: Director of Technology

Position Summary:

Trinity Preparatory School seeks a *Director of Technology* who will provide leadership for and management of technology in a technologically immersive school environment that supports a hybrid infrastructure comprising more than 1800 devices/endpoints and 1000 users. This multi-faceted technology environment includes Google Workspace, VMWare, Microsoft, and Apple operating systems, with more than 80 cloud-based services. Students bring their own laptops (BYOL), faculty utilize Windows tablet-style laptop devices and myriad other tools to deliver Trinity's vision and mission. This position has opened at an ideal moment with a recently updated technology strategic plan, including an opportunity to reflect upon and collaboratively design the ideal future of resources and tools that support the school's immersive and technology-forward future.

The **Director of Technology** is a hands-on administrator who leads a team in four primary areas: IT Operations (including Audio Visual), Data Alignment and Management, Cybersecurity, and Educational Technology.

Essential Duties and Responsibilities:

- Evaluate emerging technology and assessment tools and guide senior academic leaders on strategic and operational decisions involving instructional technology hardware, software, and programs.
- Promotes the use of technology in interdisciplinary projects in classes.
- Assesses the effectiveness of, and leads efforts to improve, the School's implementation of technology tools for instructional purposes.
- Inspires the technology team and the faculty community to model and support best practices in innovation, technology integration, and instructional design.
- Builds and maintains strong partnerships with teachers to develop and implement dynamic classroom projects involving technology integration.
- Establishes partnerships with outside organizations to support the strategic goals of an educational technology program at Trinity Prep.
- Oversees the IS team and third-party vendor partners.
- Partners with University IT Services to advocate for the needs of N-12 students and faculty, and coordinate policy and infrastructure initiatives.
- Ensures that IT infrastructure, hardware, and systems are successfully deployed and meeting end-user needs.
- Confirms that recommended changes from IT audits and cybersecurity best practices are successfully implemented.
- Ensures that all members of the community receive sufficient training and support.

- Supports and guides school leadership on strategic and operational decisions involving technology infrastructure and enterprise data systems.
- Ensures that information technology and systems transitional projects are successfully managed.
- Establishes and evaluates technology policies, procedures, and processes in areas such as end-user support, data management, network access, data privacy, SOPPA, COPPA, FERPA, and content filtering.
- Serves on or leads committees related to technology and academics.
- Serves on the academic, and operations leadership teams.
- Works closely with divisional heads.
- Maintains an active presence in the local and national technology communities.
- Develops and maintains departmental budgets, policies, and procedures.
- Prepares long- and short-range plans for application selection, software systems development, systems maintenance, production activities, and necessary support resources.
- Evaluate vendor proposals for the purchase of hardware, software, and technical services to ensure adherence to technical specifications.
- Perform other duties as assigned by the supervising administrator.

Qualifications:

- Minimum of a bachelor's degree from an accredited institution or the international equivalent with a focus on related field
- Graduate degree in management, educational technology, education, or related field and/or relevant industry certifications

Experience:

- Working knowledge of academic technology, hardware and software integration, and relevant professional training and certifications.
- Fiscal management of operating and capital budgets.
- Classroom teaching experience.
- Supervising employees, preferably in an educational or technology setting.
- Accomplished leadership of training workshops, technology integration projects, end-user training, and technology support.

Benefits:

- Comprehensive benefits package including medical, dental, vision, life and disability, 403(b) plan

Interested candidates should complete an application through the below link:

[APPLY NOW](#)

Must be able to pass a Jessica Lunsford Level II background check and drug test.

Trinity Preparatory School is an Equal Opportunity Employer