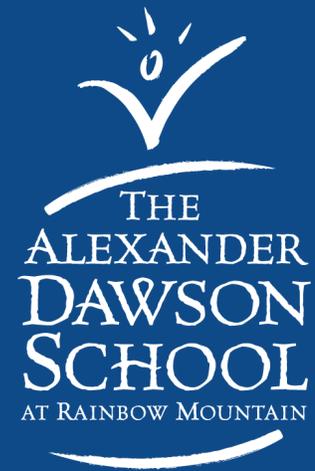


# DIRECTOR OF TECHNOLOGY SEARCH

**THE ALEXANDER DAWSON SCHOOL**  
Las Vegas, NV  
[adsrm.org](http://adsrm.org)

**Start Date: Immediate**



**PROUD TO BE A CHALLENGE SUCCESS SCHOOL**

→ Transform the Student Experience



## OUR MISSION

The Alexander Dawson School at Rainbow Mountain is a nurturing learning community for students in preschool through grade eight that challenges students to achieve excellence in mind, body and character.

## OUR VISION

Our graduates will be ready to achieve their individual potential, savor life and meet the challenges of the world.

## DIVERSITY STATEMENT

The distinct Dawson learning environment is reflective of the diverse community that surrounds us. The celebration of differences drives the Dawson mission and unifies the school-wide focus of self and social awareness. Students benefit from working with and learning from other students and teachers who are varied in learning styles, socioeconomic backgrounds, race, religions, ideology, sexual orientation, gender identity and expression, culture and ethnicity. We are committed to creating an inclusive and welcoming learning community.

## CORE VALUES

# B

### BELONGING

Our community exhibits empathy, integrity, humility, and kindness. We are accountable for our actions and learn deeply from others. We uplift diverse voices and build experiences that honor identity. We listen for understanding to develop and nurture purposeful partnerships.

# E

### ENGAGEMENT

Our community believes wonder and joy result in thoughtful and enduring learning. True to the legacy of our founder, there is no limit to what we dream, do, try, and solve. Our learners exert voice and choice during the journey toward new competencies and skills. Our commitment to evolve and take ownership of our growth reflects our engagement with lifelong learning.

# A

### ADVOCACY

Our community appreciates the sacrifices of others for freedom and social justice. We aspire to positively impact our school, local community, and the world. We investigate root causes, analyze solutions, connect with people in need, and are empowered activists in the problem-solving process. Dawson changemakers value global perspectives and a "Love of the Land".

# R

### RESILIENCE

Our community believes learning should inspire creativity, collaboration, and innovation through experiences that embrace trial and error, failing forward, an iterative mindset, and reflection. Our founder believed in "Nothing Without Labor" and a transformative student experience that requires productive struggle.



**2000**

Founded in  
Las Vegas

**118**

Total  
Employees

**577**

Total  
Enrollment

**33**

Campus  
Acres

**\$160K**

Annual Investment  
in Professional  
Development

**38%**

Employees Identify  
as People of Color

**40%**

Students Identify as  
People of Color

**\$1.8M**

Needs-Based Tuition  
Assistance Given

## Mission-Driven Education

A Mission-driven educational approach is guided by a specific set of values, principles, and goals that are outlined in an independent school's Mission. This is the guiding compass for Dawson's curriculum, teaching methods, policies, and overall educational philosophy. Our education goes beyond simply imparting academic knowledge; it aims to instill specific principles, character traits, and skills in our students.

## Culture

Beyond academics, Dawson's school culture fosters empathy, understanding, kindness, and a profound sense of interconnectedness. We believe that by embracing the diverse perspectives of others, we create graduates who are not only well-prepared for the challenges of an ever-changing world but are equipped with the care, compassion, resilience, and insight needed to make a positive global impact.

## Inclusion & Belonging

These are the pillars that uphold our school culture. They empower students to embrace their identities, learn from one another, and collaborate to solve real-world problems. Dawson provides an environment where differences are not just accepted but valued, and where a sense of unity exists from celebrating our differences. Inclusion and belonging are the lived experiences that shape our school, enabling students to learn, grow, and thrive.

## Investment in Faculty & Staff

As a non-profit, we use the charitable contributions of our community members to invest in the professional development of our faculty. We want our teachers and staff to remain at the forefront of the latest developments in their field, ensuring that their teaching practices are relevant and effective. When our teachers engage in ongoing education, they provide our students with the world-readiness skills, content knowledge, and strong connections needed for the best possible learning experiences.





## Safe Learning Environment

Safety and security are a top priority of the School and one of the main reasons our families choose Dawson. We have a gated campus with 24-hour, on-site security, and our guards are a welcome and familiar presence. From physical safety and cybersecurity to mental and emotional health and wellness, our Security team continually partners with faculty, staff, and our larger community to maintain, enhance, and improve policies, procedures, and best practices. When kids feel safe at school, they can better focus on their academics, feel more engaged as community members, and experience more positive school outcomes.



## Commitment to Modern Learning

Dawson's commitment to modern learning pushes the thinking about the boundaries of education and strives for outcomes that make our community and the world a better place. As a school, we have the freedom to offer students novel opportunities, ones that encompass the convergence of competencies, mindsets, and academic skills rooted in real-world applications. With powerful Project-Based Learning lessons, students tackle intellectual challenges based on real-world, authentic tasks. They collaborate with other peers in person or online and receive guidance from adult mentors or experts. With our commitment to advocacy, students expand their civic responsibilities by learning about real-world tasks and experiences within the Dawson community and the world. When students are part of the problem-solving process, they acquire important skills and valuable knowledge that leads to impactful outcomes.

## Redefining Success

Dawson nurtures the academic, social, and emotional development of all students. We believe all students possess unique talents, interests, curiosities, and individualized definitions of success. Academic achievement and growth matter, yet Dawson's approach also highly values the development of the social and emotional skills necessary to take on the many challenges our students will face in life. High academic achievement and a lifelong love of learning are not possible if students do not also have a sense of belonging, engagement, and well-being.

## Shared Values & Competencies of Dawson Employees

Alexander Dawson employees are academic leaders committed to modern learning. Our faculty are engaged and innovative collaborators. Those who see opportunities before problems, lead with questions, assume positive intentions, are professional and respectful in their relationships, and collaborate effectively with colleagues of varied backgrounds find success in this working environment.

Additionally, this position seeks individuals who:

- Commit to shaping a just, inclusive community and understand how centering equity impacts all aspects of the job
- Adapt a nimble mindset when dealing with frequent change, delays, or unexpected events
- Act with intentionality, transparency, humility, and honesty
- Develop solutions when faced with problems, challenges, or dysfunctions and make decisions with resolve and empathy
- Communicate with empathy and clarity with multiple stakeholder groups
- Build trusting relationships and demonstrate teamwork through attentive listening and a commitment to collaboration
- Believe they can learn from others and lead with questions to gain perspective
- Act ethically, morally, and legally to maintain compliance with organizational policies



## Position Summary

The Director of Technology is responsible for providing the vision, leadership, planning, and management of information and educational technology systems and services to advance the mission of The Alexander Dawson School. The Director of Technology collaborates closely with the Executive Leadership team to set and actualize the School's strategic direction goals. By effectively managing and maintaining Dawson's technology resources, the Director of Technology helps create an environment that fosters innovation, enhances learning experiences, and meets the diverse needs of faculty, staff, and students.

The Director of Technology promotes a school culture of regular, enthusiastic, and responsible use of technology in instructional and administrative efforts. The Director of Technology supports an innovative classroom environment as a resource for educational technology initiatives. The School has a robust 1:1 laptop program and uses Finalsite as the school website, Canvas as the learning management system, and Blackbaud as the student information system. The redefinition of learning through the use of technology is a hallmark of the School's modern learning program, and the Director of Technology will play a significant role in building upon the advancement of technology use as it embarks on new opportunities to fuse technology and learning. The ideal candidate is communicative, relationship-driven, and customer service-focused.

This position oversees two full-time systems administrators and one part-time technology support member. This position works in partnership with two educational technology integrators who report to the Director of Academic Innovation & Design and assist in overseeing the educational technology project team.

## Role Overview & Responsibilities

The essential duties of this position include but are not limited to:

### Strategic Planning & Budgeting

- Address the diverse needs of The Alexander Dawson School and its constituents; assess needs and ensure an outstanding approach toward technology for academic and administrative functions; communicate proactively to solicit and identify new opportunities to develop value-added academic and business products and services
- Report clearly and regularly to stakeholders on progress toward objectives
- Develop justifications and cost/benefit analyses for technology spending and initiatives. Manage substantial departmental budget and annual and long-term budget initiatives
- Prepare and present information services plans, budgets, service-level data, objectives, and outcomes
- Collaborate with the Head of School, Chief Financial Officer, and Chief Academic Officer to meet strategic technology goals

### Information Systems

- Benchmark, analyze, report, and make recommendations to improve the School's infrastructure and IT systems This includes managing the School's network, servers, software applications, and user support systems
- Coordinate activities with technology vendors and negotiate contracts with the assistance of appropriate leadership
- Coordinate activities with and amongst vendors to ensure project and school success
- Direct, guide, and assist Technology Staff with tasks as needed. Support staff and contractors who install, configure, manage, maintain, and troubleshoot associated systems and applications
- Collaborate with the Director of Safety & Security to develop, support, and implement comprehensive cyber security and cyber safety programs
- Ensure adequate server and end-point protection. Keep web filter entries up to date, keep up with current trends, and and collaborate with the organization on needs
- Maintain security and privacy of information systems, communication lines, and equipment; conduct a semi-annual internal audit and annual external audit of network security

### Academic Technology

- Support faculty in utilizing resources and facilitating opportunities for increased understanding of hardware, software, and educational technology strategies
- Contribute to the infusion of educational technology into classrooms, the library, and offices by providing highly motivated, full-time, professional leadership in all areas of technology planning and technology resource management
- Collaborate with the Director of Academic Innovation and Design to develop and implement a strategic vision for innovation, educational technology, instructional design, and cross-curricular PBL initiatives throughout the School
- Co-lead the EdTech Task Force with identified faculty leads; serve on or oversee technology-related committees at the administrative, faculty and staff, and student levels
- Provide leadership, guidance, and support for the EdTech Ambassadors and others who support innovation and instructional technology initiatives
- Inspire the technology team and the broader faculty community to model and support best practices in innovation, technology integration, and instructional design
- Design, deliver, and manage major professional development and growth experiences for faculty in areas of technology integration and instructional design
- Work with teams to integrate AI solutions into the learning process
- Help develop a culture of creative innovation to meet the dynamic and evolving needs of an excellent modern learning school

### Professional Development and Leadership

- Remain current on technology advancements, emerging standards and regulations, and industry trends relevant to the School's ongoing success. Stay abreast of major information technology initiatives across independent schools, incorporating them whenever they may further the School's Mission
- Lead the School's information technology staff by fostering a service-oriented, collaborative, and efficient environment
- Sustain relationships with vendors, third-party IT consultants, and managed service providers
- Meet with direct reports to determine department and professional goals
- Complete yearly performance evaluations for direct reports
- Address ethical implications and compliance related to AI technologies
- Remain current on AI advancements and trends to evaluate new tools and vendors, and assist the School with following the appropriate standards and regulations
- Establish and maintain local, regional, and national partnerships and networks to support personal growth and program advancement



## Preferred Candidate Profile:

- Alexander Dawson is looking for candidates who can demonstrate:
- A combination of (a) experience managing instructional technology or curricular innovation, and (b) experience managing or administering major components of an organization's infrastructure technology.
- A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree in management, instructional technology, information systems, or related field is highly desirable.
- Significant experience as a leader of people, including areas such as: direct supervision, project management, personnel growth, staff training, and committee leadership.
- Other areas of technology leadership, including: enterprise systems management, end-user training and support, and financial planning.
- Experience working in a technology department of an educational institution.
- A penchant for strategic thinking, as well as a commitment to tactical management.
- A keen interest in emerging educational technology solutions and broader initiatives related to pedagogical research and innovation.
- Excellent relational skills.
- Strong communication skills – written, verbal, presentation, and training – that support a broad set of school employees.
- A thoughtful but determined approach to change management and department unification – while still remaining true to organizational goals and community culture.
- A collaborative, cooperative, and patient mindset.
- Visionary leadership that is in tune with the needs of a dynamic and diverse faculty and staff.
- Capability to lift up to 25 pounds and access hardware in hard-to-reach spaces.

## Benefits of Joining our Community

- Full range of benefits
- Retirement plan
- Professional development program
- Mentoring program
- Tuition assistance and child services
- Diversity, equity, inclusion, and belonging
- Wellness
- Holidays
- Lunch+
- Safety & security

## To Apply

Interested candidates can start the application process at [adsrm.org/employment](https://adsrm.org/employment).

## Questions?

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