

# Director of Technology

## Job Description

Reports to: Head of School

Status: Professional Full-Year Staff

Schedule: Full-Time/Exempt (7/2025 Start)

## Position Overview

The Wesley school seeks a technology leader who is passionate about serving K-8 students, families, teachers, and colleagues. This position reaches a wide set of constituencies; and serves across administrative departments. We seek a candidate with strong communication skills and the ability to work collaboratively in a team environment with constituents of various ages, backgrounds, roles and responsibilities.

The Director of Technology is responsible for the overall planning, organizing, and execution of all technology functions at The Wesley School. In addition to overseeing technology that supports teaching & learning, as well as academic records and student information, the Director of Technology supervises tech operations, to ensure ongoing data security; smooth internal/external digital processes; healthy/balanced tech use among the community; and AI literacy among students, teachers, and parents.

## Responsibilities

### Team management and mentorship:

- Lead and inspire a high-performing technology team including: Registrar / Director of Student Information Systems, Technology Integration Specialist (Computer Science & Ed-Tech Integration), Media and Systems Engineer, System Administrators and Help Desk Technicians
- Lead the technology team in adopting best practices, methodologies, and industry standards to ensure high-quality, scalable, and secure systems.
- Provide strategic guidance, mentorship, and support to team members, promoting a culture of continuous learning, knowledge sharing, and cross-functional collaboration within the technology team and across the organization

### Team lead and collaboration:

- Participate, lead and collaborate as a critical member of multiple teams, Including:
  - Technology Team (lead)
  - Teaching Team: Social/Emotional Learning and Computer Science
  - Data Integrity and Security Team (co-lead)
  - Tech Advisory Committee (lead)
  - Senior Admin Leadership Team
- Set priorities, agendas, and boundaries for the work within these teams and Departments
- Lead the community in a well articulated vision of tech for the school

### **Academic Technology Program:**

- Set and maintain boundaries and practices for responsible tech use among K-8 Students
  - Model and train best practices for tech use among faculty / colleagues
  - Survey academic technology (hardware and software) for safety and efficacy; budget and administer accordingly
  - Lead the community in terms of our approach to generative AI
  - Support and deliver community education around digital parenting as well as AI
  - Attend grade-level parent roundtables as the expert on the unique challenges / opportunities of technology at each age
  - Consult with teachers, advisors, and parents, in support of student development as it relates to technology
    - Support / supervise the Technology Integration Specialist, to ensure alignment of technology curriculum and implementation across grades
    - Support families in establishing tech landscapes at home that allow the family to engage with the school
    - Serve as a voice of educational-technology leadership on the Senior Admin Team and among the community
- Academic Records and Student Information:
- Support / Supervise the Registrar / Director of SIS, to ensure smooth integration of student records across systems
  - Manage / supervise data cleanup, merging, and migration processes as

needed

- Lead trainings to support community literacy within digital systems
- Build queries and reports related to attendance; demographics; enrollment history; etc.
- Communicate with constituencies using database platforms
- Manage roles and access-rights within databases
- Ensure academic records (including teachers' notes, etc.) have appropriate privacy settings
- Use discretion handling sensitive data
- Support / oversee digital-onboarding of new students, parents, and employees
- Train students and employees on the best ways to keep their information private and secure

Infrastructure and Operations:

- Oversee the design, development, and maintenance of systems, services and technical infrastructure
  - Test and ensure network operations are smooth and continuous
  - Oversee long-term planning for network upgrades
  - General knowledge of network software platforms
  - Ability to solve technical problems around hardware and software promptly and in a friendly manner
  - Expertise in Apple; PC; and Chrome operating systems
  - Oversee campus AV systems; support AV for school events, including occasional evenings and weekends
  - Understanding of phone systems—VOIP and analog
  - Oversee local servers: printing; public address system; security cameras
  - Ensure high availability, security, and scalability of systems, including APIs, databases, and web services
  - Develop and manage technology budgets, vendor relationships, and effective resource allocation
  - Identify opportunities for process optimization, efficiency and resource allocation
  - Manage and support administration of cell phones and mobile coverage for the subset of employees who use school-issued mobile phones

## Experience

- Masters Degree (preferred, not required)
- Experience working with K-8 students & families
- Management and leadership experience
- Extensive database skills and experience
- Comprehensive knowledge of data security practices
- Curriculum design
- Teaching experience - primary & middle school students
- Administrative experience
- Leading trainings & workshops
- Technology operations & logistics
- Budgeting and budget management
- AI & Computer Science literacy and leadership skills

## Essential Qualities

- Collaborative nature; team player
- Communication skills – written and public speaking
- Value for inclusion & belonging; alignment with school mission
- Love of children and families
- Ability to manage many requests to fill a wide range of competing priorities and interests
- Commitment to professional growth, reflective practice, and growth mindset

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Working Environment:** Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 30 pounds). Specific vision abilities required by this job include close vision, ability to adjust focus, and sound hearing. The noise level in the work environment is usually moderate to loud. The ability to speak clearly and coherently is also required. Reaching, kneeling, pulling, pushing, bending, crawling, walking, running, jumping, writing, and keyboarding.

Salary range: \$85,000 - \$110,000

Interested candidates should send a cover letter and a current resume to [hr@wesleyschool.org](mailto:hr@wesleyschool.org) and include “Director of IT” in the subject line.

The Wesley School is an equal opportunity employer committed to providing a work environment free of discrimination and harassment. All employment decisions are

based on business needs, job requirements, and individual qualifications, without regard to race, color, age, disability, national origin, gender identity, sexual orientation, marital status, ancestry, religion, and genetic information. Candidates of color and candidates from other groups traditionally underrepresented in independent schools are encouraged to apply.