



Cape Fear Academy in Wilmington, NC has engaged Dovetailed to lead a search for a Director of Information Technology to start immediately. Interested candidates should review the Opportunity Statement and submit a cover letter, resume, and list of references as a consolidated PDF to Ashlyn Chillemi, Senior Recruiter at [Dovetailed Talent Sourcing](https://www.dovetailed.com), at ashlyn@dovetailedsourcing.com.

Cape Fear Academy Director of Information Technology Opportunity Statement
Link: <https://bit.ly/cfa-information-tech>.

Cape Fear Academy is a learning community committed to discovering and developing individual potential, preparing each student for success in college and life.

Located in Wilmington, NC, Cape Fear Academy is southeastern North Carolina's premier PK3-12 independent school. A learning community of 813 students and 156 faculty and staff members, CFA is guided by its mission of discovering and developing individual potential. To accomplish this goal, CFA offers students an impressive array of opportunities in academics, the visual and performing arts, and athletics. Our 47-acre campus has state-of-the-art facilities that provide a rich and inspiring physical environment for students to explore and develop their passions. More important, CFA boasts a committed faculty and staff who live the school's mission in their daily interactions with students.

Teachers at Cape Fear Academy deliver high quality instruction that emphasizes critical thinking, written and oral communication, and collaboration in a technology-rich environment. CFA's academic curriculum establishes clear, coordinated goals for each course and grade level while still allowing teachers the freedom to be creative and innovative in their instructional choices. Academic departments foster collaborative decisions about curriculum, materials, and departmental goals. This high level of collegiality as well as support for continuous professional development make CFA an ideal place to grow professionally.

All members of the CFA community are familiar with and expected to uphold and foster the core values of respect, integrity, resilience, and accountability. These core values are the cornerstone of school-wide commitment to developing leadership skills in our students, preparing them for success in college and life.

Position Description: Director of Technology Full Time

Scope:

To oversee the deployment of technology in the effective operation of the school and in support of teaching and learning. The Director manages the daily use of technology and plans its

strategic, long-term use in a manner consistent with Cape Fear Academy's philosophy and mission statement, maintaining a high level of professionalism and support of the school at all times

Major Responsibilities:

- Develop and implement a technology plan for the school, identify specific hardware and software application needs for students, staff and faculty, and establish and provide overall vision and ensure a continuity of systems consistent with that vision, as it relates to technology across all divisions.
- Manage all financial aspects of Information Technology activities, including preparation of the annual operating budget, ongoing review of financial operations, purchasing and disposal of technology assets and resources, maintenance of technology inventories, and long-term financial planning for technology replacement, repair and maintenance (TRRSM).
- Evaluate all new software proposed by leadership and approve under guidelines for network safety, integration and operations.
- Work with the Leadership Team and Academic Dean to develop and implement training and instructional programs for students, employees and parents to allow for the safe and successful use of technology in student education and school operations.
- Develop and maintain the school's internal and external networks including ongoing supervision and direction to the Systems Administrator
- Hire, manage and develop all IT employees. Maintaining effective delegation of responsibilities and project management to ensure staff can successfully meet school's IT needs. Cross train with systems administrator and database administrator on networking and servers as well as the integrated school software, Veracross.
- Create maintain, monitor and enforce a network security policy and other school technology policies
- Work with members of the Leadership Team to determine and implement short-term and long-range planning strategies for the operations of CFA
- Maintain an active role in the local and state-wide technology community, with particular emphasis on participation in NCAIS
- Manage contracts with vendors
- Provide tier 2 and 3 technical support to users and technology staff
- Mentor student independent study and summer internship positions
- Perform other duties as assigned.

Qualifications:

Knowledge, Skills and Abilities:

Educational Technology Infrastructure & Systems:

Expert knowledge of enterprise technology environments supporting a PK–12 independent school, including Windows Server, Active Directory, VMware virtualization, wired and wireless network infrastructure, cloud services, and endpoint management. Extensive experience managing and integrating Student Information Systems (Veracross), Google Workspace for Education, and other instructional technology platforms. Strong understanding of relational databases, identity management, and system integrations that support academic, administrative, and operational functions across a school community.

Technology Strategy, Project Management & School Operations:

Demonstrated ability to lead large-scale technology initiatives that support both instructional and operational goals, including campus network modernization, cybersecurity programs, enterprise software implementation, and digital learning initiatives. Excellent organizational, communication, and project management skills, with the ability to translate technical concepts into meaningful outcomes for faculty, administrators, students, and parents. Highly effective in multi-project, deadline-driven environments common in school settings, balancing strategic planning with day-to-day operational support.

Leadership, Collaboration & Community Support:

Proven ability to build and lead collaborative technology teams while fostering a service-oriented culture that supports teaching and learning. Skilled at partnering with faculty, academic leadership, and administrative departments to evaluate, implement, and support technology that enhances the classroom experience and improves institutional effectiveness. Committed to maintaining a secure, reliable, and innovative technology environment that supports the mission and values of an independent school community.

Education: Bachelor's degree in a technical area with emphasis on information systems, computer science, technology, and/or education required. MCSE or other certifications preferred. Advanced degree preferred.

Experience: A minimum of five years' experience in information systems, programming, consulting, problem solving networks with at least two years of executive leadership experience. Must have at least five years of personnel managerial experience, preferably in an information services setting.

Equivalency:

Directly related experience or a combination of directly related education and experience may be considered in place of the above requirements.

Physical Requirements/Working Environment:

- Frequent use of computer, phone, copier and other office equipment
- Ability to sit or stand at a workstation for the majority of a normal workday.
- Ability to efficiently operate, and move between all of our campus buildings and spaces which include technology infrastructure.
- Manual dexterity sufficient to troubleshoot and work with our hardware and computer needs.
- Pull/push/carry up to 25 lbs. of equipment.
- Must be able to see and have close vision, color vision and the ability to adjust focus.
- Must be able to hear sufficiently in order to communicate with others.
- Must be able to speak clearly and loudly enough to be understood.
- Must be able to work in an environment with moderate noise level.
- Occasional travel required for seminars, conferences, or training
- While performing the duties of this job, the employee may be required to reach, climb or balance, stoop, kneel, crouch or crawl, or smell.

Salary and Benefits: We offer competitive compensation and a robust selection of benefits, including:

- Heavily subsidized Health Insurance for employees.
- Employer paid Life and Long-Term Disability insurance.
- A full complement of voluntary group insurance plans (Dental, Vision, Flexible Spending Accounts, Accident, Hospital, Critical Illness and Voluntary Life Insurance for employees and families.)
- We offer professional support for student loan forgiveness programs, Employee Assistance Program and financial literacy resources.
- We support retirement contributions with a 6% match after one year of service.

Starting Date: August 10, 2026

To apply:

Submit a cover letter, resume, and list of references as a consolidated PDF to Ashlyn Chillemi, Senior Recruiter at [Dovetailed Talent Sourcing](#), at ashlyn@dovetailedsourcing.com.

Cape Fear Academy Director of Information Technology Opportunity Statement

Link: <https://bit.ly/cfa-information-tech>.