Director of Technology — Horace Mann School

Horace Mann School | Bronx (Riverdale), NY

About Horace Mann School

Founded in 1887, Horace Mann School is a coeducational, nondenominational, college-preparatory independent day school for students from Nursery through Grade 12. It is consistently ranked among the top independent schools in the country and is a founding member of the Ivy Preparatory School League. The School seeks to stretch the imagination, intellect, and insight of its students while developing the moral characteristics that impart identity and purpose.

Horace Mann's core values are the Life of the Mind, Mature Behavior, Mutual Respect, a Secure and Healthful Environment, and a Balance between Individual Achievement and a Caring Community. These values guide decision-making and govern the implementation of curriculum and programs across all divisions, as the School prepares a diverse community of students to lead great and giving lives.

The School has campuses in the Riverdale section of the Bronx and in Manhattan, where its Nursery School is located. It also owns and maintains the John Dorr Nature Laboratory, a comprehensive outdoor education facility on 320 largely wooded acres in Washington, Connecticut.

Horace Mann is one of the nation's 10 largest independent day schools:

- **Enrollment:** 1,793 students from 150 zip codes as of September 2021; 46% self-identify as students of color.
- **Financial aid:** 15% of students received need-based financial aid in 2021–22.
- **Faculty and staff:** 34% of administrators, teachers, and staff identify as people of color.
- **Retention:** over the past five years, 97% annual retention for students and 92% for all employees.
- **Facilities:** a recent $125 million bricks-and-mortar campaign provided the Middle and Upper Divisions with newly constructed and renovated, state-of-the-art science and physical education facilities.

Position Summary

Horace Mann School seeks an experienced, forward-thinking Director of Technology to lead the strategic vision, planning, and operations of technology across the School's Nursery, Lower, Middle, and Upper Divisions, as well as its administrative offices and the John Dorr Nature Laboratory. Reporting to the Head of School, the Director serves on the Administrative Council leadership team. The Director partners closely with academic, administrative, and operations leadership to ensure that infrastructure, systems, and instructional tools support Horace Mann's mission of academic excellence.

The Director oversees a multi-campus technology team responsible for network and systems infrastructure, information security, help desk and end-user support, instructional and academic technology, and procurement and budgeting, while fostering a culture of innovation, reliability, and responsive service across the School community.

Position Details

- **Reports to:** Head of School
- **Schedule:** 12-month position
- **Start date:** as early as January 2027, and no later than July 2027
- **Salary range:** $200,000 to $350,000, commensurate with experience

Key Responsibilities

Strategic Leadership

- Develop and execute a multi-year technology strategy and roadmap aligned with the School's academic mission and strategic plan.
- Serve as a thought partner to the Head of School, Division Heads, and senior administrators on the effective and responsible use of technology in teaching, learning, and operations.
- Stay current on emerging technologies, including AI tools, and evaluate their appropriate, ethical, and pedagogically sound use in an N–12 setting.
- Present technology plans, budgets, and risk assessments to School leadership and, as needed, the Board of Trustees.

Infrastructure, Security & Operations

- Oversee the design, implementation, and maintenance of network, server, cloud, and telecommunications infrastructure across all campuses.
- Own the School's cybersecurity strategy, including data privacy, risk management, incident response, and compliance with applicable regulations (e.g., FERPA, COPPA, state student-data-privacy laws).
- Manage disaster recovery, business continuity, and data backup planning.
- Oversee procurement, licensing, and lifecycle management of hardware, software, and vendor and managed-service relationships.

Academic & Instructional Technology

- Partner with academic leadership, Division Heads, and faculty to integrate technology effectively into curriculum and classroom instruction across all divisions.
- Support learning management systems, classroom technology, and digital tools that enhance teaching and learning.
- Provide professional development and training for faculty and staff on instructional technology and digital tools.

Team Leadership & Service

- Recruit, supervise, mentor, and evaluate a technology team including systems administrators, network engineers, help desk and support staff, and instructional technology specialists.
- Establish and maintain service standards and response protocols to ensure timely, high-quality support for students, faculty, staff, and families.
- Foster a customer-service-oriented culture within the Technology Department.

Administrative Systems & Data

- Oversee core administrative systems (student information system, Admissions, HR/payroll, finance, communications platforms) and their integration.
- Ensure data integrity, reporting capabilities, and appropriate access controls across administrative platforms.
- Manage the Technology Department's operating and capital budgets.

Qualifications

Required

- Bachelor's degree in Computer Science, Information Technology, or a related field (Master's degree preferred).
- A minimum of 7–10 years of progressive technology leadership experience, ideally including experience in an independent school, educational institution, or other mission-driven organization.
- Demonstrated experience managing enterprise-level network infrastructure, cybersecurity, and cloud systems.
- Strong track record of leading and developing technology teams.
- Excellent communication skills, with the ability to translate technical concepts for non-technical audiences, including faculty, parents, and trustees.
- Experience managing budgets, vendor contracts, and technology procurement.
- Deep commitment to supporting the mission, values, and diverse community of an independent N–12 school.

Preferred

- Experience with N–12 student information systems (e.g., Veracross, PowerSchool, or similar) and learning management platforms.
- Familiarity with independent school accreditation and governance structures.
- Knowledge of accessibility standards and inclusive technology practices.

Personal Qualities

- A collaborative, service-oriented leader who builds trust across a school community.
- A strategic thinker who is also comfortable being hands-on when needed.

- Sound judgment, discretion, and a strong ethical compass, particularly around data privacy and student safety.
- Enthusiasm for innovation balanced with pragmatism about a school's operational realities.

To Apply

Interested candidates should submit a cover letter, resume, and list of professional references to employment@horacemann.org. Candidates are encouraged to visit the employment page on the schools website for additional requirements.

Interested parties should reply no later than **November 13, 2026**.

Horace Mann School is an equal opportunity employer and is committed to building a diverse and inclusive community.