POSITION: Director of Technology
WORKING HOURS: Monday through Friday, from 7:45 a.m. to 4:45 p.m., including a one-hour lunch break. As a member of the School Leadership Team, the position requires flexibility to attend meetings, school events, and other professional responsibilities outside regular working hours, including occasional evenings and weekends, as needed.
REPORTS TO: Head of School
TERMS OF EMPLOYMENT: Full-time position

POSITION OVERVIEW

The American School of Brasília (EAB) is seeking a strategic, innovative, and collaborative Director of Technology to lead the school's technology vision, infrastructure, systems, and services.

The Director of Technology is responsible for developing and implementing a comprehensive technology strategy that supports EAB's educational mission, strategic priorities, and operational needs. This role oversees the effective integration of technology, including emerging technologies such as Artificial Intelligence (AI), into teaching, learning, and administrative operations. The Director provides strategic leadership in evaluating and implementing AI tools and practices that enhance educational outcomes, improve operational efficiency, and promote responsible, ethical, and secure technology use across the school, while ensuring the reliability, security, and effectiveness of EAB's technology infrastructure and systems.

As a member of the School Leadership Team, the Director works closely with academic and administrative leaders to identify opportunities for innovation, improve operational efficiency, and promote responsible and effective technology use.

The Director provides strategic leadership and management oversight of both the Technology and iCommons (Library) Teams, including supervising, mentoring, and evaluating team members, establishing departmental goals and priorities, managing performance, and supporting professional development. The Director oversees technology and library operations, resources, and budgets, ensuring efficient service delivery, effective resource allocation, and alignment with the school's strategic priorities. The Director fosters collaboration, accountability, and continuous improvement while ensuring that faculty, staff, and students have access to the systems, tools, resources, and support necessary for a high-quality teaching, learning, and working environment.

JOB REQUIREMENTS

- Bachelor's degree in Information Technology, Computer Science, Educational Technology, Information Systems, or a related field. Master's degree preferred.
- Minimum five (5) years of relevant experience in technology management, including demonstrated leadership and supervisory responsibilities.
- Experience in an international school, independent school, or comparable educational environment is preferred.
- Demonstrated experience developing and implementing technology strategies aligned with organizational goals.
- Strong knowledge of IT infrastructure, network administration, cloud services, cybersecurity, data protection, and information systems.
- Experience managing enterprise applications, educational technology platforms, and integrated administrative systems.

- Understanding of technology integration in teaching and learning, including digital learning environments, educational technology best practices, and tools and frameworks that support the ethical, responsible, and effective use of Artificial Intelligence (AI) in educational settings.
- Knowledge of data privacy, information security, and applicable regulations, including Brazil's General Data Protection Law (LGPD).
- Experience managing technology budgets, procurement, vendor relationships, and service contracts.
- Proven ability to lead, supervise, mentor, and evaluate technology professionals.
- Strong project management, problem-solving, organizational, and decision-making skills.
- Excellent communication and interpersonal skills, with the ability to collaborate effectively with technical and nontechnical stakeholders.
- Demonstrated commitment to continuous improvement, innovation, responsible technology use, and student safeguarding.

PERFORMANCE RESPONSIBILITIES

Strategic Leadership and Technology Integration

- Model and support the EAB Mission, Vision, Values, and Learner Profile.
- Develop, implement, and regularly evaluate the school's technology strategy in alignment with institutional priorities.
- Serve as a member of the School Leadership Team, contributing to strategic planning, decision-making, and school-wide initiatives.
- Collaborate with academic leaders to support the effective integration of technology into curriculum, instruction, assessment, and student learning.
- Identify and evaluate emerging technologies, including artificial intelligence, to enhance educational practices and operational efficiency.
- Promote digital citizenship, responsible technology use, and appropriate technology policies across the school.
- Support professional development initiatives that strengthen faculty and staff confidence and proficiency in using technology.

Technology Infrastructure, Systems, and Security

- Oversee the management, maintenance, security, and continuous improvement of the school's technology infrastructure, networks, hardware, software, and cloud-based services.
- Ensure the reliability, accessibility, and performance of technology systems supporting academic and administrative operations.
- Oversee the implementation, integration, maintenance, and support of school information systems and digital platforms.
- Develop and maintain cybersecurity, data protection, backup, disaster recovery, and business continuity procedures.
- Ensure technology practices comply with applicable laws, regulations, and school policies, including LGPD requirements.
- Establish and maintain technology standards, policies, procedures, and acceptable use guidelines.
- Oversee technical support services and ensure timely, effective resolution of technology issues.
- Collaborate with relevant departments to support the school's website, digital communications, and administrative systems.

Department Leadership and Management

- Lead, supervise, mentor, and evaluate Technology Department employees, promoting accountability, collaboration, and professional growth.
- Establish departmental goals, priorities, service standards, and performance expectations.
- Oversee the planning and execution of technology projects, system upgrades, and infrastructure improvements.
- Ensure effective coordination of technology support services across academic and administrative departments.
- Foster a service-oriented department that responds effectively to the needs of students, faculty, staff, and school leadership.

Budgeting, Procurement, and Resource Management

- Develop, manage, and monitor annual technology operating and capital budgets in alignment with school priorities.
- Oversee technology procurement, equipment replacement cycles, software licensing, and resource allocation.
- Evaluate technology investments and recommend solutions based on educational value, security, sustainability, and cost-effectiveness.
- Manage relationships with technology vendors, service providers, and external consultants.
- Negotiate and oversee technology contracts and service agreements in coordination with relevant school administrators.
- Ensure responsible management of technology assets, licenses, and contractual obligations.

Professional Responsibilities and Collaboration

- Build positive, respectful, and collaborative relationships with students, families, faculty, staff, and external partners.
- Communicate technology initiatives, policies, challenges, and recommendations clearly to school leadership and relevant stakeholders.
- Collaborate with academic and administrative departments to identify technology needs and implement effective solutions.
- Maintain current knowledge of emerging technologies, cybersecurity developments, and best practices in educational technology.
- Participate in leadership meetings, professional development, school events, and institutional planning activities.
- Follow all EAB policies and procedures related to safeguarding, child protection, confidentiality, data protection, and professional conduct.
- Demonstrate sound judgment, integrity, confidentiality, and a commitment to continuous professional growth.

The responsibilities listed in this Job Description are intended to describe the general nature and level of work performed by employees assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, or qualifications. Employees may be required to perform other related duties as assigned to support the successful operation of their Area/Division and the School.