



## Position Profile

**POSITION TITLE:** Director of Information Technology  
**DATE MODIFIED:** November 2024  
**FLSA CLASS.:** Exempt  
**Employment Type:** 12-month  
**REPORTS TO:** Head of School

**OBJECTIVE:** The Director of Information Technology serves the school's academic and infrastructure needs. This position oversees all aspects of the school's technology management and serves as the campus leader on educational technology matters.

### Qualifications and Skills

- Bachelor's degree in Computer Science, Education Technology, or a related field required; Master's degree preferred.
- 3+ years of experience in education, IT management, and leadership.
- Proven experience in strategic technology planning, budgeting, and execution.
- Strong understanding of network infrastructure, cybersecurity, and data management.
- Experience with cloud computing and SaaS solutions.
- Excellent leadership, communication, and problem-solving skills.

### Personal Characteristics:

- Personal integrity and strong character
- Adaptable, persistent, and proactive
- Positivity
- Customer service mindset

### Essential Functions

#### *Network Management*

- Oversee the design, implementation, and maintenance of the organization's network infrastructure and devices, including wireless internet service.
- Ensure network security and data integrity through robust cybersecurity measures.
- Manage IT vendors and service providers.
- Develop and implement IT policies and procedures.

#### *Curriculum and Instructional Support*

- Collaborate with educators to integrate technology effectively into curriculum and instruction.
- Provide training and support for teachers on using educational technology tools.
- Evaluate and recommend new educational technologies.

- Develop and implement a PK-8th Grade technology curriculum that includes skill development in digital citizenship.

#### Other Responsibilities

- Manage the IT help desk system and provide technical support to users.
- Oversee IT asset management and procurement.
- Develop and manage the IT budget.
- Stay abreast of emerging technologies and industry trends.
- Other duties assigned by the Head of School.

#### Working Environment:

- Work hours: 7:30 am - 4:00 pm; Weekly after-school meetings
- Occasional lifting, carrying, pushing, and/or pulling.
- Active working environment that requires standing and movement.
- Minimal temperature variations.
- Generally hazard-free environment.

*The Hancock Day School is a co-educational, independent day school with students Pre-Kindergarten – Grade 8. The policy of Hancock Day School is to recruit, hire, train, and promote employees without discrimination based on race, sex, sexual orientation, age, religion, national origin, veteran status, or disability.*