



## Director of Technology

**Department:** Technology

**Supervisor:** Chief Financial Officer/ Chief Operations Officer

**Job Type:** Full-Time, 12 month

**FLSA Classification:** Exempt

### Position Purpose

Carrollwood Day School is seeking a proven leader and culture builder to lead its Technology department through a period of intentional transformation. The Director of Technology is responsible for building a high-performing, service-oriented technology team that earns the trust and confidence of faculty, staff, academic leaders, and division heads — and delivers on that trust every day.

This is first and foremost a leadership and management role. The right candidate brings demonstrated experience developing people, transforming team culture, and aligning technology services with the mission and daily operational needs of a complex, mission-driven school environment. Technical fluency is required; the ability to lead people and build culture is non-negotiable.

The Director reports to the CFO/COO and works in close partnership with academic leaders, division heads, and the school's Network Administrator to ensure that technology infrastructure, systems, and support are reliable, responsive, and mission-aligned.

### Leadership and Culture

- Assess, develop, and optimize the culture of the IT department — building a team that is proactive, service-oriented, nimble, and accountable
- Establish clear expectations, individual development plans, and a performance culture rooted in ownership, initiative, and continuous improvement
- Create and foster an environment where team members are empowered to solve problems, support colleagues, and contribute ideas — not simply wait for direction
- Serve as a visible, trusted partner to academic leaders, division heads, and operational staff — building relationships, understanding needs, and delivering consistent follow-through
- Actively strengthen the credibility and trust of the technology department in the eyes of the faculty, staff, and school community
- Model the standard of service, communication, and professionalism expected of every member of the technology team
- Foster a team environment characterized by collaboration, psychological safety, high standards, and pride in the work

## Team Management and Development

- Hire, supervise, evaluate, and develop all members of the technology department, including the Network Administrator
- Conduct regular one-on-ones, team meetings, and performance reviews focused on growth, accountability, and alignment with departmental and school goals
- Establish clear roles, responsibilities, and lanes within the technology team — ensuring collaboration without confusion and accountability without micromanagement
- Identify and develop individual strengths within the team; build succession depth and reduce single points of failure
- Manage staffing needs and make recommendations for team structure as the school's technology needs evolve

## Technology Strategy and Operations

- In collaboration with the CFO/COO, academic leaders, and key stakeholders, contribute to the development of a strategic, sustainable, and long-range technology plan aligned with the school's mission and IB framework
- Oversee and evaluate the deployment, performance, and lifecycle management of all IT hardware, software, and systems — balancing reliability, cost-effectiveness, and user experience
- Ensure IT data security, risk management, disaster recovery, and business continuity plans are in place, documented, and regularly reviewed
- Oversee the maintenance, reliability, and strategic use of enterprise systems including SIS, LMS, accounting, admissions, advancement, Magnus, and other mission-critical platforms
- Serve as project manager for enterprise data transitions, system implementations, and major technology initiatives
- Ensure appropriate, secure access to technology and digital resources for all internal and external constituents
- Oversee and coordinate technology training for faculty, staff, and other constituents
- In partnership with instructional technology staff, support the integration of technology into teaching, learning, and student achievement — understanding how the IB framework shapes those needs
- Anticipate emerging technology trends and make actionable, fiscally responsible recommendations to the CFO/COO and academic leadership

## Budget, Vendors, and Asset Management

- Develop and manage the annual technology operating budget and capital technology project budgets in collaboration with the CFO/COO

- Manage vendor relationships, service contracts, and licensing agreements — evaluating performance, cost, and long-term fit
- Oversee inventory and lifecycle management of all school-owned or leased technology equipment
- Ensure timely maintenance and support for classroom technology, computer labs, office systems, and audiovisual infrastructure throughout the campus

## Communication and Collaboration

- In collaboration with the communications department, oversee the technical integrity and support of the school's web content platform
- Prepare clear, accessible communications and reporting for the CFO/COO on department performance, initiatives, risk, and budget
- Maintain an active role in local, regional, and national technology communities relevant to independent schools
- Participate as a contributing member of the school's operational leadership community — present, engaged, and aligned with the school's mission and values
- Support evening and weekend events as needed; meet regular and timely attendance requirements

## Qualifications, Skills, and Attributes

### Required:

- Master's degree in information technology, computer science, educational technology, organizational leadership, or a related field
- Demonstrated success leading and transforming a technology team — including documented culture change, staff development, and performance improvement
- Track record of building trust and strong working relationships with non-technical stakeholders in a complex organization
- Experience managing technology operations in an educational or similarly mission-driven environment
- Competency across IT operations including networking, infrastructure, enterprise systems, cybersecurity fundamentals, and end-user support
- Exceptional communication skills — able to translate technical language for academic and operational audiences clearly and credibly
- Strong budget management and vendor management experience
- High emotional intelligence; self-aware, composed, and effective in navigating organizational change
- Ability to prioritize, manage multiple projects simultaneously, and make sound decisions under pressure
- Valid Florida Driver's License with acceptable driving record

**Preferred:**

- Experience in an independent school, IB school, or PK-12 educational environment
- Familiarity with IB curriculum frameworks and their implications for instructional technology
- TLIS certification or equivalent educational technology leadership credential

**Non-Negotiable:**

- A genuine service orientation — not performative, but deeply held
- The ability to hold people accountable with respect and clarity
- Enthusiasm for developing others and building something better than what exists today
- Alignment with the mission, values, and community culture of Carrollwood Day School