

# Director of Technology

The Epiphany School of Global Studies is seeking a professional for the office of Director of Technology. We are looking for an experienced **Director of Technology** to oversee all IT (Information Technology) functions in our school. Selected candidate will be in charge of the school's technology operations, implementation of new IT systems and policies, maintenance, end user troubleshooting, as well as budgeting.

An excellent Director of Technology is very knowledgeable in IT and computer systems. They have a solid technical background while able to manage and motivate people. The ideal candidate will be experienced in creating and implementing IT policies and systems that will meet the schools ever-evolving environment.

The goal is to ensure all technology facets, whether hardware or cloud based programs are effective and functioning within the limits of budget, time and specifications of the school.

## Responsibilities

- Oversee all technology operations (e.g. network security) and evaluate them according to established goals
- Devise and establish IT policies and systems to support the implementation of strategies set by Head of School
- Analyze the requirements of all departments to determine their technology needs
- Purchase efficient and cost effective technological equipment and software
- Inspect the use of technological equipment and software to ensure functionality and efficiency and repair as needed
- Identify the need for upgrades, configurations or new systems and report to Head of School
- Control budget and report on expenditure
- Assist in building relationships with vendors and creating cost-efficient contracts
- Analysis of all license requirements for software and hardware. Renew or negotiate as needed.
- Database Management of multiple platforms, i.e. Portals, SIS, and GAFE.

## Requirements

- Proven experience as IT director or similar role
- Experience in analysis, implementation and evaluation of IT systems and their specifications
- Sound understanding of computer systems (hardware/software), networks etc.
- Working knowledge of Citrix XenServer a plus
- Experience in developing and controlling information technology budget
- Excellent organizational and leadership skills
- Outstanding communication abilities
- Proven experience in database management

- Technical experience in desktops, servers, switches, and other infrastructure equipment
- Excellent working knowledge of Active Directory and Group Policy functions a must
- Thin Client management experience a plus