

## Director of Technology

Black Pine Circle School is a K-8 independent school in Berkeley, California. For over 45 years, we have nurtured lifelong learners through an inquiry-based Socratic education that places equal emphasis on academics and the arts. Our Lower School (grades K-5) supports approximately 130 students, and our Upper School (grades 6-8) supports approximately 200 students.

**Position Overview:** This position is a direct report of the business office, and works closely with the Head of School and Elementary and Middle School Division Heads. The Director of Technology will provide strategic leadership in the development and implementation of the school wide technology program. This person will implement technology solutions that support and improve the school's existing processes. The Director of Technology will provide leadership and day-to-day management for the technology department.

### **Essential Duties and Responsibilities:**

- Develop and implement the school's short and long-term technology plans.
- In partnership with the business office and senior leadership team, develop technology operating and capital budgets, allocate resources and determine project schedules.
- Develop and implement technology infrastructure and software strategies.
- Develop and implement a professional development plan for faculty and staff relative to the integration of technology into their work.
- Provide a big-picture perspective while supporting and encouraging new initiatives throughout the school, both programmatically and administratively.
- Serve as a source of information on trends, research, applications, and best practices in the field of technology in schools.
- Formulate technology departmental procedures.
- Administer the 1:1 program in collaboration with division heads.
- Schedule one-on-one meetings with faculty/staff for new hire technology setups, replacement equipment, onboarding and off-boarding.
- Work between both campuses and admin offices for technology support.
- Manage technology budget and purchase requests for elementary and middle school campuses in partnership with the business office.
- Support requests for classrooms such as troubleshooting projectors or audio issues.
- Managing and maintaining the Google infrastructure.
- Conduct needs assessments to recommend new products, vendors, and services.

- Focus on integration of technology into instructional curriculum and programs school-wide.
- Maintenance of Audio and Video equipment used for presentations, student performances, and communications with constituents.
- Technology support for evening and weekend events as needed.

**Qualifications and Skills:**

- Bachelor's degree, master's preferred; relevant experience will be considered in lieu of degree.
- 5+ years of experience working in a related field with progressive level of responsibilities; experience managing a team a plus.
- Possess strong technical skills, knowledge of teaching and instructional design with technology, experience with project management and managing vendors, and a service-oriented approach
- A commitment to the mission and educational philosophy of the school.
- Ability to work collaboratively with staff, faculty, and families.
- Excellent organizational and time-management skills.
- Strong interpersonal skills and excellent verbal and written communication.
- Must be detail-oriented and possess a self-motivated curiosity.
- Demonstrated ability and willingness to learn quickly and independently.
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**Working Environment:** Sitting or standing for prolonged periods of time. Light to moderate lifting (up to 50 pounds). Reaching, stooping, pulling, pushing, bending, walking, writing, and keyboarding

**Hours and Compensation:** This is a full-time, 12-month position. Compensation is commensurate with experience; starting annual salary of \$112,000.00 to \$126,000.00.

Interested candidates may apply by sending a cover letter and resume, and how you became aware of this position to: [jobs@blackpinecircle.org](mailto:jobs@blackpinecircle.org), subject line: **Director of Technology.** *(Emails that do not contain both the cover letter and resume, as well as the appropriate subject line will not be reviewed).*

Black Pine Circle School is an Equal Opportunity Employer. We have an ongoing commitment to the creation of a workplace free of discrimination and harassment. We encourage applicants from all cultures, races, ethnicity, sex, religion, ancestry, sexual orientation, gender identity, national origin, age, physical or mental disability, pregnancy, military and veteran status, citizenship status, marital status, genetic information, height, weight, or any other status protected by federal, state, or local law. We are committed to a fair and equitable workplace where everyone is a respected and valued member of the team.