SAINT ANN’S SCHOOL

POSITION ANNOUNCEMENT

DIRECTOR OF ACADEMIC AND ADMINISTRATIVE TECHNOLOGY

Saint Ann’s School, an independent, non-sectarian day school enrolling approximately 1090 students in Pre-Kindergarten through High School, seeks a visionary, experienced, passionate, and collaborative leader for its next Director of Academic and Administrative Technology. We seek an individual with a track record of building relationships with faculty and administrators who can provide vision and strategic leadership in the development and implementation of a school-wide technology program that reflects the School’s mission.

ABOUT SAINT ANN’S SCHOOL

Since its founding in 1965, Saint Ann’s has embraced a commitment to education for its own sake, oriented to the capacities of each individual student, free of the encumbrances of formal grading, prizes, and rankings. At the same time, we are unabashedly committed to excellence in all that we do. The lives of our graduates speak powerfully to the potential of an education based on these principles to ignite a passion for learning and to sustain creative energy in every field of endeavor. We accomplish this by offering talented students instruction shaped by creative and dedicated faculty, forming a true community of learners from pre-Kindergarten through high school. With a faculty and staff numbering more than 300, and 1090 students, Saint Ann’s is among the largest and most sought-after independent schools in New York City. Occupying space in seven separate buildings clustered in Brooklyn Heights, Saint Ann’s draws most of its students from nearby Brooklyn neighborhoods as well as Manhattan. Known for its commitment to an education that brings together passionate and talented teachers with gifted and motivated students, Saint Ann’s has earned an outstanding reputation in academic disciplines and the arts. Our accomplished teachers bring to the classroom experience as published authors and scholars, working artists, composers, performers and filmmakers.

THE POSITION AND RESPONSIBILITIES

The Director of Academic and Administrative Technology reports directly to the Associate Head of School and provides vision and leadership for all educational and administrative technology, programs and initiatives at Saint Ann’s School. The director is charged with ensuring that the mission of the School, as well as its community values and strategic goals, are reflected in the design and implementation of technology systems, procedures, and policies across all areas of School operations. They staff and lead a department of creative academic technologists and systems experts, and direct the strategic partnerships between technology staff and all administrative offices and faculty departments. The director also serves as a point of outreach to parents in collaboration with division heads on matters of technology policy, informational literacy and digital health education.
Specific responsibilities for the Director of Academic and Administrative Technology include the following:

- Provide strategic leadership and day-to-day management for technology staff
- Ensure that technology practices, projects, initiatives and purchasing align with the School’s values and mission; collaboratively design teaching spaces that support our pedagogy and promote equitable learning experiences.
- Collaboratively co-create learning opportunities to foster and strengthen student awareness of technology’s impact on individual health, broader society, and the environment.
- Work with technology staff to provide general support and professional development for faculty & staff; model best practices and set expectations for creation of operational manuals by administrative staff.
- Lead senior administrative initiatives to evaluate new and replacement technology systems that would impact multiple offices or external constituencies; make recommendations and create strategic implementation plans once achieving consensus on the most appropriate course of action in collaboration with relevant administrative and academic offices.
- Supervise and support the Assistant Director of Technology as they continually audit, develop and implement security best practices, protocols and infrastructure safeguards. Provide feedback and supervision for Assistant Director for the maintenance of a secure, efficient, and robust server and network infrastructure, prioritizing security for both on-premise and off-premise systems.
- Support the Director of Finance and Assistant Director of Technology in carrying out cyber/information security audits, planning remedies to reduce risk and implementing changes in the School environment.
- Negotiate and execute contracts with technology service providers on behalf of the School; oversee and evaluate vendor relationships and make changes in service contracts as necessary.
- Determine and oversee the capital and operating technology budgets in collaboration with the Director of Finance; participate in the planning, design and oversight of capital projects with a technology component.
- Work with Human Resources, Dean of Faculty, Associate Head of School and Director of Finance to revise, update and carry out protocols for the onboarding and offboarding of employees.
PROFESSIONAL AND PERSONAL REQUIREMENTS

- Education: BA required; advanced degrees preferred
- Work Experience: Minimum of five years experience in a relevant position.
- Communication Skills: Superb written and oral communication skills that capture and effectively communicate the school’s mission to all constituencies and that enrich the school’s culture.
- Interpersonal Skills: Superior interpersonal skills, the ability to engage effectively with students, parents, faculty, and other members of the school community in a way reflective of the school’s culture and to project professional competence, leadership capability, discretion, judgment and personal maturity.
- Leadership: Proven track record as a leader who builds relationships with faculty, administrators, students and programs in independent schools.
- Charisma, wit, intelligence, empathy, humor and equanimity are expected.

COMPENSATION

A competitive compensation package, commensurate with level of experience, plus benefits.

TO APPLY

A cover letter, writing sample, resume, and list of references should be emailed to technologydirectorsearch@saintannsny.org. Candidates who identify as members of historically underrepresented groups are strongly encouraged to apply. Applications must be submitted by February 1, 2020 in order to ensure full consideration. This position has an anticipated start date of July 2020.

NOTICE OF NONDISCRIMINATORY POLICY

The School does not discriminate on the basis of race, color, religion, creed, gender, age, marital status, disability, national or ethnic origin or sexual orientation in carrying on its educational activities or in administration of its educational policies, admissions policies, employment policies, financial aid programs, and athletic and other school administered programs.