

Director of Information Systems for Wesleyan School



Wesleyan School, a non-denominational, Christian school located in Norcross, Georgia, was established in 1963. Wesleyan, a K-12 school presently housed on 83 acres, serves 1,123 students and 200 faculty/staff. Students in all 3 divisions receive technology instruction, with 5th-12th graders and their teachers participating in a 1-1 tablet program. The Lower School has the opportunity of using two teaching/technology labs, 40 tablets on rolling carts, and 4 desktop computers in each classroom. In August of 2012, Wesleyan will establish a kindergarten-specific lab.

Wesleyan seeks candidates for the Director of Information Systems with broad IT vision, leadership and management skills, and competence in strategic and tactical planning with the ability to support and enhance both academic and administrative functions. The Director of Information Systems, who reports directly to the Headmaster, oversees the use of technology, campus-wide. The person serving in this position should be a deliberate thinker with a passionate desire and vision for incorporating technology into learning. He or she should come to Wesleyan with leading edge knowledge of networks, systems, data bases and software. The director, overseeing a budget of approximately \$800,000, needs to be a sharp negotiator with business acumen and a collaborative attitude toward decision-making. The person in this full-time, year round position oversees the current IT staff including a network administrator, help desk technicians, audio visual personnel, instructional technologist and webmaster.

QUALIFICATIONS

Required: actively involved in Christian faith; experience in an educational technology environment; four year degree; solid business sense; established ability to manage multiple, concurrent projects and motivate staff; ability to deliver reliable IT services, including prompt resolutions to outages and issues; capability of forward-thinking to keep the school on the leading edge of the application of educational technology.

The IT staff supports the use of the following technologies:

- Windows 7, Server 2008, SQL Server, Active Directory, Exchange 2007 (upgrading to 2010)
- HP ProCurve switches, Xirryus wireless, Fiber between closets, Metro-e (50MB) internet pipe
- VMWare and SmartBoard technology.

- Software programs supported by the technology department include but are not limited to Blackbaud, Raisers Edge, Power School, DyKnow, MS Office as well as various educational software programs.

Students and teachers are currently in a PC environment, but a dual platform is being investigated for future implementation in different areas in an educational environment

Preferred: Proven leadership in the technology field; a proven background of people management and communication skills; demonstrated aptitude for learning new technologies; a wide knowledge of hardware and networking; ability to learn and analyze new technologies, skill in communicating with various constituencies; experience in leading major technology and application implementations following a structured methodology

RESPONSIBILITIES

- ❖ **Provides vision and oversight for all campus-wide technology**
 - Stays abreast of new technologies
 - Consults and coordinates with division principals regarding the ongoing implementation of technology
 - Reviews all requests for purchasing of new hardware and software

- Works with director of development, business administrator and division principals to seek funding for technology projects
 - Collaborates with the instructional technologist to determine if proposed resources are consistent with current technology
 - Coordinates with business office and admissions to maintain databases and transition information to the academic areas
 - Manages the ongoing relationship between business, administration and academic databases
 - Oversees the maintenance and updates of all campus-wide software and networks systems
 - Conducts feasibility and implementation plans for all new hardware and software advances
- ◆ **Manages and supervises technology staff**
- Collaborates with the instructional technologist in academic endeavors
 - Oversees the supervision of the Help Desk
 - Manages the self-maintenance program for the tablet program
 - Prioritizes requests and projects, monitoring progress, managing their completions
 - Establishes and maintains the computer repair records as well as ticket request items
 - Directs repairs and troubleshooting
 - Oversees installation of new equipment
 - Encourages professional development of all IT staff members
 - Conducts regularly scheduled team meetings
 - Hires and evaluates personnel
- ◆ **Chairs the Technology Committee**
- Sets agenda for all meetings
 - Writes, implements, maintains, and updates a three year technology plan
 - Determines and prioritizes technology needs for all divisions
 - Determines a rotational strategy for purchasing and re-using equipment
- ◆ **Oversees Technology and AV Equipment**
- Maintains an inventory of all technology resources
 - Researches and approves purchases
 - Coordinates the upgrading, patching, and licensing of all software on campus
- ◆ **Maintains the IT budget**
- ◆ **Manages technology purchasing and installation for all building/construction projects**