York House School is seeking an experienced and progressive leader to assume the role of Director of Technology and Innovation role from August 2022. This person will play a pivotal role in supporting and empowering the IT department at York House.

#### Knowledge, Skills and Experience:

- Broad general education and dedication to lifelong learning
- A track record of co-leading, collaborating and sharing expertise with colleagues, demonstrating initiative, flexibility and follow-through
- Excellent verbal and written communication skills, and the ability to work effectively with a wide variety of stakeholders
- Demonstrated experience with the development and maintenance of student software, systems, and hardware planning and security
- Knowledge of relevant privacy legislation (e.g. BC PIPA, GDPR)
- Demonstrated knowledge in IT functions, processes and capabilities (e.g. classroom across the full range of academic disciplines and key stages.
- Knowledge of the theory and practice of instructional technology
- Demonstrates leadership in educational technology
- A visionary leader with excellent interpersonal and communication skills
- Demonstrated experience with the development and maintenance of student management systems and course content systems
- Familiarity with the Blackbaud product suite and Google Apps for Education technologies, etc.
- Identifies cyber threats and proactively look for solutions
- Manages complex software, systems, and hardware planning and security
- Works with Tech Support, Admissions and Registrar to maintain, upgrade and support technology
- Coordinates with the IT Department to monitor and administer the school’s state-of-the-art learning environment
- Maintains a cycle for purchase of hardware and software that will ensure a state-of-the-art learning environment
- Ensures accurate software licensing and hardware inventory
- Works with Finance Department on budget for school-wide technology purchasing and planning
- Establishes organizational and security systems for the school
- Participates in hiring, training, coaching, performance management, raises concerns and creates development plans and IT staff and faculty evaluations
- Provides guidance on developments in the fields of educational technology, innovation, design thinking, robotics and engineering
- Provides training, coaching, and performance management including guidance and support on improving curricular design and inquiry
- Supports the technology plan to ensure the ongoing enhancement of technology systems and school initiatives

#### Other Duties

- Works with all staff to establish and maintain technology standards, policies, and procedures
- Ensures the school’s mission, vision and values are central to all decisions and technology initiatives
- Manages complex software, systems, and hardware planning and security
- Works with Tech Support, Admissions and Registrar to maintain, upgrade and support technology
- Coordinates with the IT Department to monitor and administer the school’s state-of-the-art learning environment
- Maintains a cycle for purchase of hardware and software that will ensure a state-of-the-art learning environment
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#### Responsibilities

- Monitor School’s Network (technical and non-technical)
- Conduct a regular assessment of the School’s Technology infrastructure
- Review and develop policies and procedures to protect student, employee and organizational data
- Attends and supports school-wide events and key functions
- Reviews and develops policies and procedures to protect student, employee and organizational data
- Identifies cyber threats and proactively look for solutions
- Manages complex software, systems, and hardware planning and security
- Works with Tech Support, Admissions and Registrar to maintain, upgrade and support technology
- Coordinates with the IT Department to monitor and administer the school’s state-of-the-art learning environment
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#### Benefits

- Competitive base salary and comprehensive benefits package
- Access to ongoing professional development opportunities
- Generous vacation and sick days
- opportunities for remote work
- Access to state-of-the-art technology
- Access to a diverse and collaborative team
- A dynamic and supportive work environment

#### Application:

If you are interested in this position, please submit your application, including a cover letter and resume, to webmaster@yorkhouse.ca.