

Director of Technology and Facilities

For nearly 25 years Boulder Country Day School has been at the forefront of education in the Boulder Valley. The hallmarks of our school - Community, Character, Academic Excellence, and Small Class Sizes - are the keys to our success and allow us to create an educational experience where children innovate, create, grow and thrive. We believe our children are our future, and, to that end, we offer a broad-based liberal arts education that focuses on developing lifelong learners and responsible global citizens. The Boulder Country Day challenge, *Discover Your Excellence*, recognizes that excellence is teachable, personal, and can be achieved in a variety of different disciplines - academic, athletic, community service, leadership, and more. We seek to provide just the right amount of nurture, structure, and latitude to live up to this challenge.

THE POSITION

Boulder Country Day's Director of Technology and Facilities (DTF) is an inspirational and visionary leader who oversees school operations in the areas of facilities and technology. The DTF plays an important role in the success of the school and is a key participant in the development of the school's strategic plan, is the school's primary analyst for strategic decisions related to campus facilities and technology, and, in general, plays a key role in stewarding the school's campus resources for current and future generations of BCD Bulldogs. The position requires dedication to the School's mission, proven leadership in a school environment, attentiveness to detail, collegiality, ability to build trust, clear and skillful written and oral communication, and a love for students and families. Given the ever-expanding role of technology in campus operations, the position also requires a great deal of familiarity with technologies at all levels of abstraction including networking, security, hardware and software, as well as the ability to translate those resources into tangible and focused initiatives.

KEY RESPONSIBILITIES

To illustrate the scope and significance of the position, broad areas of responsibility are listed below:

The director is a member of the school's Senior Leadership Team and works to communicate and collaborate with division heads, faculty, staff, parents and students to coordinate the human and physical resources supporting the diverse technology and operational needs on campus. The DTF is responsible for the planning, development, coordination, management, and evaluation of all administrative and educational technologies and facilities. This includes managing the school-wide campus facilities, network, and infrastructure as well as all educational and employee technologies. The director will be a creative and forward-thinking leader, able above all to motivate and coach their colleagues to explore and adopt the appropriate educational and administrative technologies that allow the school to flourish and ultimately help the school fulfill its educational mission.

Specific Responsibilities Include (but not limited to):

Leadership:

- Serve as a member of the school's Senior Leadership Team
- Engage in active, ongoing dialogue and collaboration and provide clear, consistent communication and training with division heads, faculty, staff, parents and students to foster responsible and creative use and integration of technology across campus
- Establish, implement, and routinely review a multi-year facilities (including technology) plan guided by BCD's mission and strategic goals and grounded in input from all school constituencies
- Develop and implement measures for evaluating the overall effectiveness of the campus operations, facilities usage, and technology resources

- Work with the Head of School and CFO to develop and manage operations budget, including anticipated replacement cycles for PPRRSM and appropriate reserves for unexpected maintenance and breakages
- Participate in school leadership projects as needed (for example, serving as co-chair of the ACIS self-study process)

IT and Network Administration:

- Supervises the management (Network Administrator) of IT infrastructure support staff and oversee all related contracts
- In collaboration with the Network Administrator, develop, deploy, install, configure, maintain, evaluate, and refresh all school technology infrastructure, hardware systems, and end user devices.
- In collaboration with the Network Administrator, develop, install, configure, maintain and upgrade, evaluate, and refresh all school software and cloud-based client systems
- Ensure availability, reliability, and uptime of school-wide technology systems
- Empower all technology users with service, training and ongoing learning opportunities that ensure technology is leveraged
- Maintain a comprehensive system for documentation of network settings and maintenance protocol for all technology systems and software
- Develop, research, and implement appropriate network security measures and procedures; regularly test for and evaluate network vulnerabilities
- Monitor and manage regular file back-up of all critical systems.
- Keep abreast of current networking and infrastructure technologies, researching and training as necessary
- Work with decision makers to identify, research, recommend, develop, implement, and support cost-effective technology solutions for all aspects of school operations
- Coordinate and support diverse campus constituencies in the use and maintenance of the interdependent information systems that support work on campus (SIS, Web, departmental databases, grading and scheduling systems, etc.)
- Organize workshops and professional development opportunities to meet the diverse needs of the BCD community
- Plan, develop, coordinate, manage, and evaluate all administrative and educational technologies and facilities.

Facilities

- Supervises the management (Facilities Manager and groundskeeper) of building, grounds security, maintenance and repair, landscaping, transportation (Bus) and oversee all related contracts
- Serve as on call after-hours school emergency responder
- Ensure that safety and emergency response plans are up to date, including classroom safety and security signage
- Coordinate safety and security drills with Head of School and SLT
- Ensure that annual inspections by local and state officials – including but not limited to fire, elevator, sprinklers
- Oversees management of campus security systems, including the lock and key system with regard to access and key distribution
- In concert with Facilities Manager and CFO, prepare the facilities operational budget
- Work with the CFO and the Facilities Manager to forecast PPRRSM expenditures and timetables
- Non-voting member of the Board Facilities Committee
- With the Head of School and CFO, coordinates planning, execution and financing of construction projects

BCD's Director of Technology and Facilities is an exempt level, full time (full school year schedule and calendar), and in-person role reporting to the Head of School. **Interested candidates should send a letter expressing their interest along with a current resume jobs@bouldercountryday.org.**

Diversity, Equity, and Inclusivity Commitment

Boulder Country Day School recognizes and values all forms of diversity and is dedicated to providing an inclusive environment which honors each member for their individual differences, experiences and strengths. Our intentional commitment to embracing and exploring issues of diversity, equity and inclusivity in support of social justice affords the freedom for all members of our school community to flourish as unique, confident, compassionate, and ethical individuals.