Senior Director of Technology
Job Description

Envision Schools is seeking a senior manager to provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across the Envision Schools network of Charter Arts and Technology High Schools in San Francisco, Oakland and Hayward. Reporting to the Chief Financial Officer, the Senior Director will evaluate and implement technology solutions to support instructional, administrative and support services. Additionally, you will oversee school site Technical Support staff, collaborate closely with the Education team to support instructional practices by leading Educational Technology specialist. The director must manage data systems and build and implement tools that track both operational and educational success

We are seeking someone who truly enjoys working with passionate people in an entrepreneurial, fast-paced environment. This is a hands-on position with responsibilities that range from strategic and long range planning and implementation of system-wide technology solutions, to providing one-on-one, and group training and support. Experience working in the education field is important for understanding how technology supports Educational outcomes, where technology-funding sources can be accessed, and that a culture of collaboration and creativity can support success. Envision Schools is a successful non-profit charter school management organization with four schools and 1,500 students, many of whom are first in their families to go to college. Each Envision school is academically rigorous and integrates art and technology across the curriculum to instill the critical thinking, life experience and creative skills necessary for students to be successful in college and beyond.

REPORTS TO: Chief Financial Officer

ESSENTIAL RESPONSIBILITIES:

Leadership
- Forecasts needs, requirements and future direction for technology plan across all schools and Support Office. Leads the development, writing, and implementation of the CDE approved 3-year Technology Plan. Completes yearly updates, as needed.
- Collaborates with Office Managers, Vice Principals, Principals, Technology Staff, and Educational Technology Specialists along with external partners to present and implement cohesive technology across Envision Schools that promotes Deeper Learning.
- Recommends department budget to Chief Financial Officer and ensures function operates within fiscal guidelines.
- Participates in weekly Senior Operations team meetings. Represents technology teams, but also demonstrates how technology can help other departments. Occasionally presents to the Envision Schools board and at principal meetings.
- Develops Total Cost of Ownership (TCO) and Return on Investment (ROI) analyses for proposed technology projects.
- Sets policy, regulations, system standards and operating procedures. Takes responsibility for CIPA, FERPA, and all state and federal laws and policies as they apply to technology in public high schools.

Information Systems
- Provides leadership and assumes responsibility for Macintosh computers and servers, netbooks, and backup systems.
- Systematically plans for the development and implementation of new, efficient and effective technology solutions that maximize Envision School's resources and other external resources.
- Leads and interfaces with the technology team, and technology partners to resolve technical problems, ensure stability and maintain availability at the agreed upon SLA.
- Manages operations of mission critical systems and technology platforms that include Open Directory, hosted Linux servers running MySql and 3rd party and custom applications, and cloud-based collaboration and business applications used in both the Support Office and school sites.
- Manages systems (such as PowerSchool and Data Director) and other information systems such that the quality, quantity, timelines, and facility of data retrieval and reporting support business office and site needs.
- Coordinates with schools and internal/external partners to complete reporting requirements including CALPADS, CSIS, and PAIF.
- Responsible for security firewall, enterprise Layer 2 switches, site networks, Ethernet, and an integrated system-wide enterprise-class wireless infrastructure.

- Oversees the service desk and support function so that staff and students have acceptable technical supports in place.
- Sets policy for the purchase and maintenance of computers, peripherals, and audiovisual equipment. Tracks inventory of computers, peripherals, and audiovisual equipment.
- Explores, evaluates, and implements innovative cost-saving Web 2.0, SAAS, and Cloud Computing solutions.
- Manages organization-wide voice systems (POTS/VOIP) with established vendors and explores new options.
- Supervises and evaluates two technical staff and external consultants (as needed).
- Conducts regular training for staff and direct reports; develops training handbooks and guidelines.

Instructional Support
- Collaborates closely with the Chief Academic Officer, Vice President of Instruction and Learning, and the Principals to coordinate technology hardware, software and digital development to support classrooms, schools, offices and departments; implements integrated instructional technology programs organization-wide.
- Builds and maintains positive working relationships with all areas of the Envision Schools community, including the Education Team, School Administration and Operations, and all academic and student programs by completing regular visits, classroom tours, meetings, and trainings at each site.
- Systematically shares the latest applications of technology as an instructional tool. Maintains and upgrades Digital Archive, Portfolio Project site, Project Exchange, and new tools as they are developed.
- Works with Senior Education team in creating, implementing, sustaining and expanding the Technology Plan.
- Evaluates technology integrated instructional professional development programs to improve instruction.
- Accesses digital resources for classroom teachers and administrators.
- Works to develop and administer surveys to students and staff to measure effectiveness.

Other Responsibilities:
- Ensures Internet safety for students and staff through thoughtful policies and following laws and regulations that govern internet usage within a school environment (CIPA).
- Other projects as determined.

REQUIRED QUALIFICATIONS AND EXPERIENCE:
- Bachelor's Degree required; Master's Degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Technical certificates from Apple, Microsoft, Cisco, etc., preferred.
- Minimum 8 - 12 years progressively responsible experience in the development, installation and maintenance of information systems. Three years or more in a leadership role with supervisory experience required.
- Deep knowledge of computer systems, particularly Apple Macintosh OSX server and laptop expertise.
- Deep knowledge of networking with understanding of the OSI model and prefer ability to configure Amer switches, Xirrus wireless access points, and Fortinet Firewalls,
- Ability to lead, plan and manage in an entrepreneurial, team oriented environment, in a challenging fiscal environment.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus
- Knowledge of student data systems (i.e. PowerSchool), a strong plus.
- Basic understanding of HTML and website development and maintenance required.
- Proven ability to negotiate and work with vendors and consultants.
- Proven ability to work effectively with parent, community and staff on various organization-wide, and Board Advisory Committees.
- Experience supervising professional level staff.

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SALARY and BENEFITS:
Salary: Commensurate with qualifications and experience.
Benefits: Strong benefits package provided including medical, dental, acupuncture/chiropractic plan, vision, paid sick, vacation, 403(b) retirement plan option with match, FSA plan option, and long/short-term and life insurance.

To apply, submit an online application via www.envisionschools.org/apply

For more information, check out our website at www.envisionschools.org or email Joelle Barrios, HR Manager, at joelle@envisionschools.org Emailed applications WILL NOT be accepted

About Envision Schools:
Envision Schools was founded as a 501(c)(3)-charter school management organization in 2002 to bring high quality college preparatory education to communities with the greatest need. Although Envision Schools focuses on students who will be the first in their families to attend college, the organization's goal is to send all its students to college. Each Envision school is academically rigorous and integrates art and technology across the curriculum to instill the critical thinking, life experience and creative skills necessary for students to be successful in college and beyond. Today, Envision Schools operates four schools in the Bay Area – two in San Francisco, one in Oakland, and one in Hayward. Envision Schools has approximately a $13 million annual budget with a $2.0 million target from private fundraising sources.

As an equal opportunity employer, we are committed to identifying and developing the skills and leadership of people from diverse backgrounds. We encourage all qualified candidates to apply.