



WHEELER

Title: Director of Technology

Department: Operations

Reports to: Chief Operating Officer

Exempt Status: Exempt - 12-month - (salaried)

Position Status: Full-Time

Last Updated: 4/3/2023

The Wheeler School, a co-ed, N-12 independent day school with city and farm campuses serving approximately 800 students in the Greater Providence and Greater Boston areas, is seeking a full-time **Director of Technology**. This individual will be responsible for leading, coordinating, and communicating our vision and implementation for technology initiatives, infrastructure, and innovations at Wheeler. Overseeing a team of six—split between hardware, software, and instructional technology – this leadership role is a key part of the ongoing vision, sustainability, and success of the school.

Ideal candidates for faculty and staff positions at Wheeler are people with a love of working in a school environment, with warmth, and humility. They are excellent communicators, with empathy for others and an ability to listen and respond with good intuition. Ultimately ambitious and hard-working, committed to supporting students by offering help and creating new opportunities. In the end, employees at Wheeler love to spend their days with young people and will enjoy all that Wheeler has to offer; it is a place that is creative, energetic, dynamic, and diverse.

Specifically, the role will include responsibilities in various areas:

Leadership responsibilities

- Provide leadership and oversight of the technology department and staff
- Provide vision and strategic planning for the development and implementation of the school-wide technology program
- Lead the Technology department and the Technology Advisory Committee to develop and implement an ongoing and ever-changing Technology Plan

- Establish policies and procedures in conjunction with department members concerning hardware, software, and data management that are aligned with our vision and mission
- Recommend new technology products, skills, and capabilities
- Collaborate with multiple departments, including operations, advancement, business, academics, enrollment, libraries, and communications

Administrative responsibilities:

- Assume responsibility for the quality, effectiveness, and continued progress of the department, including leadership, motivation, and communication
- Oversee network design, security, and support, including server and client software
- Ensure ongoing server, software, internet connections, cybersecurity, and telephone system
- Plan/oversee and maintain infrastructure: wiring, switches, routers, and wireless access for the Providence campus and Seekonk
- Ensure timely help desk support across both campuses during the school year and over the summer during camp programming, and lend a hand when necessary.
- Compile data for state reports, E-Rate, Benchmark surveys, annual audits, etc.
- Oversee engagement of outside tech support as needed
- Serve as contact and liaison with vendors, consultants, and technicians
- Create/maintain technology policies and procedures documentation
- Responsible for school-wide hardware/software acquisitions, warranties, and licensing
- Create and oversee an annual budget based on vision, technology plan and proposals from faculty and staff.

Professional Development

- Continuously keep up with industry news and products; learn new systems and support procedures as needed.
- Research and make recommendations for software, hardware, and technology products
- In coordination with academic leadership, develop and implement professional development opportunities for faculty and staff.
- Attend conferences and workshops on a regular basis as part of ongoing learning.

This is a 12-month position that is located full-time at our Providence Campus but will have responsibilities and projects at both Providence and Seekonk Campus, including occasional nights and weekends. Salary is commensurate with experience and education. Wheeler has a comprehensive and high-quality benefits package.

Interested candidates should email a resume and cover letter to Ian Moorhouse, Chief Operating Officer, at ianmoorhouse@wheelerschool.org and cc careers@wheelerschool.org by April 24th.

Statement on Diversity and Cultural Competency At Wheeler:

We actively seek students, faculty, and staff from diverse backgrounds, believing that a broad range of experiences and viewpoints enhances learning, enriches life on campus, and better prepares us all for full participation in a pluralistic, democratic society. We seek to improve our community's diversity and cultural competency through hiring.

The Wheeler School is committed to a policy of nondiscrimination and equal opportunity for all employees and qualified applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin or disability, and any other category protected by federal, state or local law.

To learn more about Wheeler, please visit www.wheelerschool.org and our [Careers](#) page here.

About The Wheeler School:

Founded in 1889 by visionary artist and educator Mary C. Wheeler, The Wheeler School is an N-12 independent day school of approximately 800 students throughout Greater Providence and Greater Boston. Wheeler's mission, "to learn our powers and be answerable for their use," is incorporated into our classrooms, athletic fields, art studios, and STEAM labs, as students are encouraged to think deeply and explore the world on and beyond our two campuses in the College Hill neighborhood of Providence, Rhode Island, and our 120-acre farm in Seekonk, Massachusetts. Across Wheeler's campuses and grades, dedicated faculty and staff identify students' learning path and passions, challenging and supporting them in pursuit of academic excellence, artistic expression, and personal growth. Our graduates are prepared for college and life as creative, ethical, and engaged global citizens. Wheeler is also home to The Hamilton School, where skilled faculty meet students' learning differences with the individualized instruction that leads to success.