

Breck School

Job Description

Title: Chief Information Officer (CIO)
FLSA Status: Exempt
Reports to: Head of School
Updated: January 2019

Job Responsibilities

LEADERSHIP AND STRATEGY

- Manage the three core technology units and their respective staff: Information Technology, Data and Systems, and Educational Technology/Information Literacy
- Oversee major school-wide systems transitions, including an SIS transition from PowerSchool to Veracross already in progress
- Manage and plan the technology budget
- Serve on and/or oversee technology-related committees at the school leadership, faculty and staff, and student levels
- Collaborate with the Head, the appropriate Board committee(s), and the Senior Leadership Team (including the three Division Heads and the CFO) on strategic and operational aspects of technology
- Develop and maintain strategic and operational plans for technology that are aligned with the mission and values of the school and that support the goals of the various divisions and departments
- Serve as an actively engaged member of the Senior Leadership Team
- Attend professional development opportunities as necessary to ensure that Breck School maintains a top-tier, cutting edge technology program
- Oversee the research and evaluation of emerging technologies for IT, D&S, and Ed Tech/Info Lit
- Ensure that all members of the technology department are properly trained and are receiving the necessary professional growth opportunities to stay current in their respective fields
- Ensure that all members of the community are receiving sufficient internal and external technology training
- Maintain an active presence in the local, regional, and national educational technology communities
- Ensure the successful establishment and maintenance of local, regional, and national partnerships to support strategic goals of the technology program

OPERATIONS

- Ensure that all three functional departments are collaborating and cooperating as a cohesive team with a common set of objectives and priorities
- Manage the overall flow of data among the major systems deployed at Breck, with the ongoing goal of improving data interoperability and reliability for various departments and constituencies
- Interact with administrators, faculty, staff and students to ensure that all three functional departments are (1) providing consistent and satisfactory service and support; (2) meeting the needs of the end-users; and (3) aligned with the business, academic, and operational objectives of the school
- Establish and evaluate technology policies, procedures, and processes in areas related to: end-user support, data management, network security, hardware deployment, and budget allocation



OPERATIONS (cont'd.)

- Oversee and evaluate the deployment of all hardware, software, and systems from various perspectives, including: cost-effectiveness; customer satisfaction; compliance; asset management; migration, rollout, and transition; efficiency; and performance
- Maintain and evaluate all third-party vendor relationships
- Oversee the hiring and supervision all technology staff
- Other duties as assigned

QUALIFICATIONS AND QUALITIES

- A strong set of technology skills and professional training. A bachelor's degree from an accredited college or university is a minimum requirement, though a graduate degree in management, instructional technology, information technology or another relevant field is highly desirable.
- Significant experience as a technology leader, including areas such as: project management, change management, enterprise systems design and management, end-user training and support, financial planning, and direct employee supervision
- Experience working in a technology department of an educational institution.
- A successful history of implementing and growing large-scale technology professional development experiences for employees — particularly faculty.
- Strong communication skills: written, verbal, presentation, and training.
- A thoughtful but determined approach to change management and department unification—while still remaining true to organizational goals and community culture.
- A collaborative, cooperative, and patient mindset.
- Visionary leader in tune with the needs of a dynamic and diverse faculty
- An ability to lift up to 25 pounds, and an ability to access technology hardware in small, hard-to-reach spaces.

To apply

Submit letter of interest, resume, and two letters of reference to employment@breckschool.org.