Glen Urquhart School: Director of Technology
Position beginning Fall 2023

About Us: Glen Urquhart School (GUS) is an independent, coeducational day school for students in pre-k through grade eight. Located 45 minutes north of Boston in Beverly Farms, GUS was founded in 1977 with an experiential, place-based philosophy that integrates all subjects and creates opportunities for students to be passionate in their pursuit of knowledge.
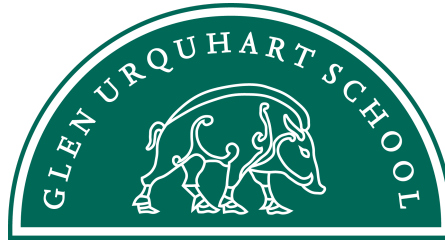
Description: We seek a Director of Technology that understands the complex dynamics of planning, building, and supporting the IT needs of students and faculty. The ideal candidate will provide leadership in the effective and innovative use of technology to advance the school's mission, and support the academic program and technical infrastructure. The Director of Technology is a visible and active leader within the school community that creates an environment where collaboration and creative problem-solving thrive and advocates for the appropriate use of technology. The position reports to the Head of School and is a part-time, full-year position.

Key Responsibilities include but are not limited to:
- Manage the School's storage and network infrastructure, and devices, including regular maintenance, system patches, updates, and security fixes;
- Research, implement and maintain a variety of complex IT systems to provide efficiencies of operation, security, redundancy, and robust productivity;
- Ensure the security of school network infrastructure backup through maintenance of CrashPlan and Backupify;
- Manage school hardware needs, including MacBooks, iMacs, and PCs for faculty and Chromebooks and iPads for students, as well as printers, repairs, and maintenance;
- Manage school network software needs including SonicWall, network security, anti-virus services, EDR, and other program licensing needs;
- Rediker DataBase maintenance and student reports support;
- Administer Google Workspace for all faculty plus students in grades 4-8;
- Provide technical customer support, in-person and via phone, and manage the queue of support requests from both faculty and students to ensure timely response and resolution of requests;
- Provide AV and tech support for classrooms, special projects, and events, which may occasionally include evenings and weekends;
- Coordinate consultants and maintenance personnel (for network systems, FileMaker system, AV systems, and printers), facilitating projects, and payments;
- Oversee the technology operations and capital budgets, coordinated with regular updates with the GUS business manager;
- Facilitate faculty training and documentation;
- Support Summer programs including SUMMER@GUS, GUS Institute, and GAIN@GUS.

Qualifications: At GUS, we recognize that there are innumerable ways to learn, grow, and excel professionally. When reviewing applications we take a broad look at the experience of each applicant in order to get to know you and the unique strengths you will bring to the work. That said, we are most likely to be interested in your candidacy if you demonstrate the majority of the qualifications and experiences listed below:
- A Bachelor's degree in a technology-related field;

- Strong organizational and time-management skills;
- Certifications associated with IT systems and networking;
- In-depth knowledge of and experience supporting: Google Workspace, Windows, Linux, Mac OS, and Chrome computing environments; laptop, desktop, and VoIP phone hardware and software; cross-platform enterprise endpoint management and remote software deployment systems such as JSS and SCCM, and Mosyle MDM; smartphones and other mobile computing devices; switches, servers, virtual machines, wireless access points, and NAC devices;
- Three years of technical support experience that includes managing and troubleshooting hardware, software, storage, networks, and printers, ideally in an academic environment;
- Experience facilitating adult learning and nurturing a collaborative team environment;
- Experience creating and maintaining user-friendly documentation for complex systems;

Interested candidates should send a cover letter, resume, and list of three references via email with the subject line "Director of Technology" to gusjobs@gus.org.

Glen Urquhart School, 74 Hart Street, Beverly Farms, MA 01915

Equal Opportunity Employer: Glen Urquhart School is an equal opportunity employer and does not discriminate on the basis of race, color, religion or creed, national or ethnic origin, gender, gender identity, sexual orientation, genetic background, age, disability, or military service in its hiring, employment or other programs and activities.