POSITION

Director of Technology and Data Management

SUMMARY

The Director of Technology and Data Management is responsible for the implementation, management and ongoing operation of the educational technology systems, student information systems, IT platforms and hardware of the school. This is a full-time position, reporting to the Director of Finance and Operations.

Now in its twenty-third year, Rochelle Zell Jewish High School is a private, co-educational Conservative Jewish high school of 152 students (grades 9-12) from over 20 communities in the greater Chicago area. RZJHS employs 60 full and part-time faculty and staff. The school has a state-of-the art campus located in Deerfield, Illinois. The school prides itself on providing students with language and tools to navigate the complexity of what it means to live in the 21st century and fosters a communal ethos of deep and lasting relationships among all four grades and between teachers and students.

In the words of our mission statement: *Rochelle Zell Jewish High School creates a culture of academic excellence that inspires and prepares our students to think critically, achieve their full potential, and live Judaism as responsible and involved citizens in the modern world*.

MAJOR RESPONSIBILITIES

- Oversee and manage the school's student information systems (primarily PowerSchool SIS), used for student enrollment, scheduling, recordkeeping, grading and reporting.
- Oversee and manage the school's learning management systems (primarily Canvas LMS), used for course management by teachers.
- Assist faculty as needed to integrate technology into curriculum and instruction.
- Oversee Desktop/Tech support to ensure all student and staff devices and cloud infrastructure (Office 365) and related systems are implemented effectively.
- Oversee and manage the school's tech hardware needs including devices for staff, classroom technology, copier/printers, and innovation lab equipment.
- Serve as primary liaison with the external technology consultants that manage our IT infrastructure (i.e., Windows servers, networking, telephone, Office 365).
- Create and maintain relevant technology policies and oversee the annual technology operating and capital budgets.

- Be a general-purpose problem solver and internal technology consultant.
- Oversee technology training needs for faculty and staff.

QUALIFICATIONS

The ideal candidate should:
- Possess a bachelor's degree in computer science or related field, or an equivalent combination of education and work experience. A master's degree in educational technology is preferred.
- Have 5+ years of experience working with technology, ideally in a school setting.
- Have experience administering and using student information and learning management systems (PowerSchool SIS and Canvas LMS are a plus)
- Be comfortable with database organization/management and analyzing data to support decision making,
- Can work independently and as a team player, take initiative, and manage multiple tasks and projects at a time.
- Possess strong communication skills, especially in communicating technical concepts to non-technical audiences such as faculty, staff, and students.

TO APPLY

Compensation will be commensurate with qualifications and experience and includes benefits. This is a full-time position.

To apply, please send a cover letter and resume to Jim Baumstark, Director of Finance and Operations, at jbaumstark@rzjhs.org.