



## FOOTHILL COUNTRY DAY SCHOOL

### Job Description

**Position:** Technology Systems Administrator

**Reports to:** Director of Finance and Operations

**Position Status:** Full-Time, Exempt

Foothill Country Day School is currently seeking an experienced Technology Systems Administrator with the communication and problem-solving skills necessary to execute technology systems transitions and maintenance while supporting the daily technology needs for about 100 employees. The intent is for this position to become Director-level, with commensurate salary and reporting to the Head of School. The individual's demonstrated success in the areas outlined below will help to determine the timeline for advancement.

#### **The School**

Founded in 1954, Foothill Country Day School is an independent, co-ed day school of approximately 420 students in grades pre-school-8<sup>th</sup>. As a safe, nurturing, and inclusive community, we are intentional about building and sustaining relationships with our colleagues and the students and families we serve. We are united in pursuing intellectual inquiry, academic excellence, integrity, and service to others. Our graduates are well-prepared to stand out as persons of character.

The Technology Systems Administrator must be comfortable interacting warmly and in a supportive manner with colleagues. Active communication with supervisors and colleagues on all matters is expected. Foothill is an improvement-oriented culture, so the successful candidate will be honest with themselves and others about their areas for growth and have a willingness to work collaboratively and proactively to address them.

#### **Essential Duties and Responsibilities:**

##### ***Systems Implementation and Management***

- Oversee the choice and development of, and improvement and management of, the major school technology systems, including the student information system, website, and various backend databases.
- Supervise third-party technology consultants and vendors that support the major school technology systems, including the internal network.
- Facilitate project meetings with internal school employees, third-party vendors, and external stakeholders throughout the design and implementation cycles of major school technology systems.
- Evaluate system performance in terms of speed, security, functionality, and errors, and ensure the implementation of any necessary fixes and improvements.

##### ***Training and Development of Employees' Tech Knowledge***

- Support members of the school team in identifying and implementing technology-based solutions that support major school strategic initiatives, particularly as an independent school.
- Deliver trainings and produce support materials that help the internal and external school communities leverage the technology services and systems of school.
- Administer technology-based collaboration and communication tools for the school community.

### ***Deployment and Servicing of Devices***

- Manage the deployment of any hardware and software to school staff members and students and manage device and software license inventories.
- Manage technology budget and vision. Recommend any changes in policy or purchasing needed to ensure proper security, cost-effectiveness and reliability of technology devices and systems.

### ***General Technology Support***

- Ensure that support requests (computers, printers/scanners, phones, Microsoft Office 365, Google apps for education, internet, network, other) are addressed in a timely and professional manner.
- Coordinate technical production services for school events.
- Other duties as assigned

### **The ideal candidate will have the following educational and work background:**

- Undergraduate degree from a 4-year accredited institution
- Experience deploying and administering ERP/SIS software, applications, and/or databases.
- Experience evaluating and overseeing third-party vendors and consultants for software implementation, network management, and/or database design.
- Experience working with internal stakeholders to identify programmatic goals, conduct needs assessments, and evaluate and implement technology solutions.
- Experience designing and delivering technology trainings and technology support materials.

### **The ideal candidate will have the following skills and attributes:**

- Excellent relational and communication skills — oral and written.
- Strong project management skills.
- Excellent analytical and problem-solving skills.
- A collaborative, cooperative, and patient mindset.

Foothill Country Day School provides a competitive wage and an inviting, professional, and collegial working environment and is an equal opportunity employer and abides by all local, state, and federal laws in its interview and employment practices. Physical presence is an essential function of the job.

**Interested candidates may apply by sending a cover letter and resume to Katherine Torres, HR Specialist, at [ktorres@foothillcds.org](mailto:ktorres@foothillcds.org).**