



THE HUN SCHOOL  
OF PRINCETON

## **Director of Technology**

This key administrative position encompasses leadership of both technology operations and technology education programs at The Hun School of Princeton, a thriving coed day/boarding institution for students in Grades 6 through Post-Graduate, located in beautiful Princeton, New Jersey.

In addition to meeting the diverse and rapidly evolving technology needs of Hun's students and adults, the Director will shape the planning and implementation of systems, programs, and curricula that will carry the School's technology into the future.

The Director of Technology is a 12-month, full-time position. The Director will serve as a member of the School's lead administrative team and report to the Associate Head of School.

The Director will:

- Meet the needs of technology end-users, including students, faculty, administration, staff, and external users.
- Manage current technology systems in place.
- Lead the planning, design, renovation, or new construction of technology infrastructure.
- Provide leadership in technology education and the integration of technology into the classroom.
- Lead a staff consisting of a network administrator, data systems manager, education technology designer, and technical support specialist.
- Develop and administer annual operating and capital budgets of the technology department.
- Ensure implementation of state-of-the-art cybersecurity measures and training.

Other duties include:

- Supervising the deployment and maintenance of network servers, services, and network software. Addressing installation needs as necessary. Monitoring the School's network in order to ensure efficient operations and expansion as needed.
- Following technological trends, research, and current practice in educational technology and making recommendations for new directions and upgrades.
- Facilitating effective communication between technology staff and all technology users.
- Ensuring reliable operations and timely responses to issues in all areas of technology.
- Supporting faculty and staff through training, professional development, and individualized support.

### **Qualifications:**

- Demonstrated successful experience in meeting the complex needs of demanding end-users.
- Strong skills in organization, time management, and both written and oral communication.
- Extensive familiarity with both Windows and Macintosh platforms, as well as a broad range of education-related administrative software, i.e., Veracross, Blackbaud, finalsite, and SCOIR.
- Technical skills and experience with networks and related hardware, and a proven ability to diagnose and solve network problems.
- Knowledge and experience in teaching adults and leading professional development programs.
- Record of creative and innovative applications of technology in education.