

Landon School
Chief Technology Officer

Landon School is an independent school for boys in grades 3–12, located on a beautiful 75-acre campus in Bethesda, Maryland. Founded in 1929, our mission is to prepare talented boys for productive lives as accomplished, responsible, and caring men whose actions are guided by the principles of perseverance, teamwork, honor, and fair play.

Landon is a diverse community committed to creating an environment where boys are encouraged to strive, reach, and endeavor towards becoming their best selves. This is done through our teacher-coach-mentor model of instruction, our caring and dedicated faculty, and a robust co-curricular program.

Landon seeks a Chief Technology Officer who will provide leadership, management, oversight, and vision for technology at Landon School. This role will promote and implement solutions that support and improve the school and the school community. This position reports directly to the Head of School and works closely with other upper administration. The Chief Technology Officer oversees the technology staff and coordinates, as needed, with librarians. The CTO works with the technology staff and educational technology staff to implement and manage a smoothly functioning program serving the needs of all departments, divisions, and constituencies within the school.

Opportunities and Challenges

- Review resources and organization of technology department to create more efficient, synergistic technology support for academic and administrative groups;
- Evaluate and establish technology best practices, policies, and procedures across the School's many departments, including IT planning and the budgeting process;
- Manage cyber-security and IT disaster recovery for the School;
- Support campus-wide BYOD and 1:1 program spanning all grades and manage high volume of help desk requests with creative technological solutions, with consideration to using students as a support resource;
- Manage the IT department's staff members and hire, mentor, develop, and retain effective and expert staff as needed;
- In coordination with the Division Heads, Departmental Chairs, Assistant Head and Human Resources, develop and implement a professional development plan for faculty and staff relative to the integration of technology and curriculum
- Serve as a trusted technology partner for key departments, including partnering with the Communications Department to support the School's website and digital communications tools;
- Ensure that IT systems, projects, and third-party vendors are managed successfully;
- Assess, monitor, and architect wireless solutions for school's campus environment;
- Act as a liaison between business departments of the School, brokering consensus on technology planning and solutions;

- Facilitate regular communication with the School community regarding technology plans, projects, policies, and procedures (including training);
- Lead and develop the technology team to excel at providing quality and reliable information technology services and resources, at providing customer service, at communicating effectively, and at adopting operational best practices;
- Participate in and support the implementation of technology infrastructure for the campus as a whole;
- Formulate technology departmental policies and procedures; recommend new or revised standards and protocols that are consistent with the vision, mission, and strategic plan;
- Administer the BYOD and 1:1 program in collaboration with technology staff and divisional leadership.
- Participate in strategic leadership and administrative meetings;
- Work with school technology leaders locally, nationally, and internationally to stay abreast of trends and establish a network of mutual support to accomplish the school's goals

Preferred Qualifications and Qualities

- Undergraduate degree (Master's preferred) in a relevant field and a minimum of 7 years of managing technology, preferably in an educational environment
- Personable, engaging, comfortable being the "face of technology"
- A commitment to Landon's mission and values
- Experience in managing systems and networks, preferably in an independent school environment (or similar)
- Significant experience with Microsoft products and Office 365, Blackbaud's learning management system, and other school related software
- Ability to think strategically and create vision, while executing effectively
- Have established a well-regarded presence and reputation as a technology professional – interested in being a national leader in the field
- Strong ability to connect technology with curriculum and business processes
- Ability to identify and lead trainings and professional development as needed
- Has integrity and is a consensus builder among staff, faculty, and students
- Excellent organizational skills and project management experience
- Strong leader and manager; actively promotes professional development and mentors the technology team to foster individual growth and align skillsets with the School's needs
- Experience managing a large budget serving a complex school campus

Landon School offers a competitive salary and a comprehensive benefits package including: health, dental and vision insurance, an attractive 403(b) retirement plan, professional development opportunities, free lunch, and much more.