DIRECTOR OF TECHNOLOGY SEARCH

WHITBY SCHOOL
Greenwich, Connecticut
whitbyschool.org

Start Date: January 2024

WHITBY

Carney Sandoe & ASSOCIATES

CARNEYSANDOE.COM

Mission Statement

Whitby inspires a passion for learning and empowers each child to take responsibility as an open-minded, principled citizen in a global community.

At a Glance

Established
1958

Enrollment (2022-23)
326

Total employees
91

Financial aid budget
$3.5M

Annual operating budget
(2023-24)
$15.4M

Campus size
30 acres

Grades served: 18 months (Stepping Stones 1) through grade 8

Languages spoken in the Whitby community: 25+

Countries represented in the community: 17

Faculty with advanced degrees: 61%

Fulltime teachers per classroom (Children's House): 3

Fulltime teachers per classroom (LS): 2

Admissions Yield: 70%

Students receiving aid: 14%

Endowment: $5.5M

Accreditations: AMS, IB, CAIS

Overview

Whitby School is an independent, co-educational day school for students aged 18 months through grade 8, located on a beautiful, tree-filled campus in the historic town of Greenwich, Connecticut, within commuting distance of New York City. Whitby's faculty and staff have engendered a learning culture that celebrates curious and intrinsically motivated students who are spirited thinkers and debaters; students are encouraged to embrace a diversity of views, supporting their growth as creative agents, critical thinkers, and global citizens. Whitby supports and encourages the significant success of its students across many dimensions and is building a community that attracts families and children with extraordinary talents. A culture of continuous learning pervades the Whitby community; the classrooms, hallways, and faculty lounge are alive with a spirit of inquiry and active engagement with ideas.

Since its founding in 1958, Whitby School has been a beacon for child-centered education. In the Whitby Montessori Children's House, the youngest students benefit from a Montessori education that helps them become creative, passionate, joyful learners. In Lower School (grades 1-4) and Middle School (grades 5-8), students build on that foundation through the International Baccalaureate PYP and MYP programs. When Whitby students head to high school, they are exceptionally well prepared academically, self-aware, intrinsically motivated, confident, and globally minded. Whitby effectively combines genuine respect for the child with rigorous academics, in the context of a welcoming and warm community. As one faculty member said, "Whitby has a soul."

The Director of Information Technology is broadly tasked with overseeing and supporting all aspects of information technology across the Whitby community. The Director is responsible for managing a department that functions to provide comprehensive analysis, support and solutions to all members of the Whitby community. In addition, the Director ensures the accessibility, security, confidentiality and structural integrity of all the school's data. The Director also provides leadership in ensuring that requests for hardware and software are supported by current research in pedagogy and/or industry best practices, that they are consistent with the school system's instructional technology plan and technology guidelines, and that they can work within the framework of the school's infrastructure. Additionally, the Director must work with faculty and administrative leadership in evaluating the performance of purchased hardware and software.

Responsibilities

- Oversee the maintenance of the school's internal hardware and software infrastructure;
- Oversee the maintenance of external cloud-based services;
- Manage all aspects of the school's information system (Veracross) including but not limited to general usage, training, development and troubleshooting across all departments and divisions as well as all members of the Whitby community;
- Ensure the sanctity, accessibility, security and structural integrity of all the school's data through procedures and policies that function to control access, backups and compatibility;
- Procure new hardware and software to support the school's technology initiatives;
- Monitor and maintain all aspects of the network including but not limited to security, availability, access protocols, latency, bandwidth usage and content filtering;
- Provide on-going technology advice, support, solutions, and training to all member of the Whitby community.

Qualifications and Personal Attributes

- A master's degree (preferred) or bachelor's degree in computer science or technology. Experience in computer information systems, systems administration, systems engineering or equivalent work experience;
- Experience and interest in teaching and working with students and faculty colleagues;
- Experience in technologies that support school infrastructures as well as classroom learning environments. Familiarity with Moodle, Schoolology, PCEducator, and/or Firstclass platforms;
- Experience with 1:1 laptop programs and/or iPad programs in schools;
- Knowledge of 21st century learning principles and teaching techniques that use technology;
- Certified Google Educator or Apple Certified Teacher/Educator;
- At least one technology certification from vendors such as Apple, CompTIA, Microsoft, Cisco or can demonstrate equivalent skillset;
- Experience working with Veracross or similar school information systems;
- Profound understanding of TCP/IP Networking, DNS, DHCP, Apple and Microsoft operating systems, Disaster Recovery software, UTMs (Universal Threat Appliances), AVAYA IP Office Software;
- Basic understanding of most technology protocols, command line interface, scripting, programming languages, LDAP, Layer 3 Switching, Linux, Android, iOS;
- Demonstrated experience troubleshooting all types of technology in a networked environment;
- Demonstrated experience developing a large budget, procuring equipment in bulk and negotiating with vendors;
- Strong communication and customer service skills;
- Skills, talents, and flexibility for contributing to the independent school community in additional capacities. For example: coaching sports, advising extracurricular activities, supervising a computer club, coaching a robotics team, etc.

Learn More

Click on the links below to learn more about Whitby School.

School Website   Secondary School Matriculation

The Whitby Difference   About Greenwich, Connecticut

Whitby Education

To Apply

Compensation will be highly competitive. Interested candidates are asked to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position
- A current résumé

As the process moves forward, selected candidates may be asked to submit:

- Responses to writing prompts specific to this search
- A list of five professional references with name, relationship, phone number, and email address of each (references will not be contacted without the candidate's permission)

Candidates are invited to contact the consultant in confidence and to submit a résumé and cover letter to:

Scott Roy
Chief Technology Officer
scott.roy@carneysandoe.com