



DIRECTOR OF TECHNOLOGY AND INNOVATION

Start Date: July 2026

Alcuin School

Dallas, Texas | alcuinschool.org



Carney
Sandoe
& ASSOCIATES

MISSION STATEMENT

Alcuin School inspires its students to reach their highest levels of personal and academic achievement, guides them to become compassionate global citizens, and prepares them to embrace challenges with confidence and innovation by providing the ideal Montessori and International Baccalaureate education.

At a Glance



1964
established



650+
total enrollment



50+
countries represented



135
total faculty



51
faculty with
advanced degrees



13
average class size



OVERVIEW

Alcuin seeks a Director of Technology and Innovation to lead and shape all aspects of technology at the school from its use in the classroom to the IT infrastructure and support. This key leadership role combines strategic planning, cybersecurity oversight, and operational management to ensure our technology environment is secure, reliable, and innovative. The Director will drive technology solutions that enhance teaching, learning, and administrative efficiency while aligning with the unique needs of a school with International Baccalaureate (IB) and Montessori programs serving students from 18 months to 18 years. The Director will supervise the technology department, developing a culture of servant leadership and collaboration with students, faculty and other departments.

The Director of Technology and Innovation serves as the primary technology strategist and operational leader. The Director exercises independent decision-making regarding IT infrastructure, cybersecurity, data governance, and instructional technology integration. This position partners with academic division heads, faculty, and administration to ensure technology enhances Alcuin's unique educational profile and mission. The Director of Technology and Innovation position reports directly to the head of school, Dr. Paola V Clark, and is member of the senior administration team.



KEY RESPONSIBILITIES

Essential Functions

- Develops and implements a strategic technology vision and plan that supports teaching, learning, and school operations.
- Guides the school in understanding, implementing, and assessing new technologies, such as artificial intelligence (AI), and collaborates on developing appropriate policies and training.
- Partners with the academic leadership to guide instructional technology strategy to facilitate teaching and learning goals, including vetting and selecting new software tools/programs.
- As Technology Department supervisor, builds a positive culture of service and support, including goal setting, clear communication, and professional growth opportunities for all team members.
- Oversees reliable and secure operation of networking, server, and cloud infrastructure throughout campus, including internet access, and proactively overseeing backup and recovery procedures without compromising the educational and operational needs of the school.
- Develops and maintains school-wide data governance standards, establishing clear protocols for data accuracy, access controls, and retention.
- Leads the integration, management, and streamlining of disparate on-premise and cloud systems to improve user experience and communication for all members of the community.
- Leads planning and execution of IT budgets, forecasts, and capital projects.
- Provides executive oversight for technology-related policies, including regulatory compliance, data privacy/security, and cybersecurity.
- Establishes and maintains vendor relationships for technology services and systems.
- Provides written and oral updates for the staff, students and community regarding technology, innovation and policies
- Design, deliver, and oversee professional development and onboarding experiences for faculty and staff in areas of technology integration and use.

Marginal Functions

- Provides support during large school events or emergencies outside regular hours requiring technology expertise.
- Assists in end-user troubleshooting during peak demand periods as needed.
- Serves as liaison for special projects involving technology partnerships or grants.
- Attends technology professional development by attending seminars, workshops, etc.
- Attends school functions and meetings as outlined in the Employee Handbook, employment contract or as required.
- Supervises children during carpool as needed.

QUALIFICATIONS & PERSONAL ATTRIBUTES



Required:

- Ability to provide documents verifying authorization to work in the U.S.
- Must pass Criminal Background Checks, Reference Checks and Drug Testing
- Bachelor's degree in information technology, Computer Science, or related field
- Minimum of 10 years progressive IT leadership experience, preferably in education or non-profit sectors
- Proven experience in strategic planning, project management, and IT governance
- Strong communication, leadership, and vendor management skills



Preferred:

- Master's degree in IT Management, Educational Technology, or related field
- Experience in independent schools or higher education
- Experience with International Baccalaureate (IB) and Montessori programs
- Certifications such as CISSP, PMP, or Microsoft certifications
- Knowledge of Microsoft Windows, OS X, iOS, Google Workspace, Microsoft Exchange, Azure, Intune, Meraki, Verkada, Microsoft 365, Blackbaud, ManageBac and Microsoft Hyper-V



LEARN MORE

- [School Website](#)

- [School History](#)

- [Equity and Inclusion](#)

- [School Profile](#)

- [About Dallas, Texas](#)





TO APPLY

Interested and qualified candidates are invited to contact the consultant in confidence. Candidates will ultimately need to submit the following materials as separate PDF documents:

- A cover letter expressing their interest in this particular position;
- A current résumé;
- 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) to:

SCOTT ROY

Chief Technology Officer
scott.roy@carneysandoe.com



**Carney
Sandoe**
& ASSOCIATES