



AVENIDA EL RODEO 14200
LO BARNECHEA | SANTIAGO | CHILE
+56 2 2339 8100

www.nido.cl

Position Details

Position Name: IT Director

Reports to: Academic Leadership and Business Manager

Time commitment: Full-time

Introduction to Position

The IT Director reports directly to the Academic Leadership and serves as the school's chief administrator in charge of all technology-related issues. With the technology landscape changing as quickly as it does and the school's heightened focus on emerging technologies and their impact on teaching and learning, a point person is vitally important.

This is a critical role for Nido's short-term operational efficiency and its long-term strategic planning, in the way that it ensures the school's educational program drives the scope and magnitude of technology support, and not the reverse. The person in this position is the face of IT at Nido, responsible for technical infrastructure and support, database and systems management, student information systems, technology integration, communication with stakeholders, and research in the area of innovative practice and design.

The incumbent is expected to take a lead role in developing and monitoring school-wide priorities that encompass the following areas of responsibility:

Key accountabilities

- **Teaching, Learning, Research, Innovation**
 - Work with the Divisional Principals and the Director of Teaching & Learning to provide leadership in the areas of IT standards, integration, prototype research, and innovation.
 - Provide guidance and support to teachers and professional teams for the successful integration of technology across the curriculum and departments.
 - Support teachers and administrators as they strive to develop and embed current and emerging technologies that support future-oriented teaching and learning.
 - Provide collaborative leadership for the school's 1:1 laptop program and future strategic initiatives that make use of increased technology integration.
 - Collaborate with and support the media center, technology integrators, and learning coaches in each division.
 - Coordinate the implementation and periodic review of school-wide technology curriculum.
 - Monitor learning needs and coordinate professional development activities so that faculty and staff are well trained in pertinent data systems, software, applications, and technology tools (educational and operational)





- **Technological Infrastructure**

- Coordinate the planning, implementation, and support of technology infrastructure, including networks, servers, IP phone systems, end-user equipment, software, online- and cloud-based services.
- Serve as technical backup to network and support managers.
- Ensure that the IT department provides efficient and timely end-user support.
- Continually improve the operational efficiency of the school by maximizing appropriate use of information systems, integrated databases, and communication mechanisms

- **Data Integration, Utilization and Security**

- Continually monitor efficacy of data systems in regard to functionality, usability, alignment, cost.
- Establish and supervise procedures that regularly review technology products used by the school.
- Work with other members of the school's leadership team to determine the best way to gather, utilize, and archive pertinent data (educational and operational).
- Coordinate and integrate individual data systems into a coherent whole that effectively serves all educational and operational needs of the school.
- Ensure data privacy and data security.

- **Administrative**

- Empower, supervise, and evaluate all members of the IT department.
- Continually assess IT department structure and staffing, and recommend necessary changes.
- Prepare and monitor the IT budget and resource allocation, in conjunction with other cost centres.

Qualifications

Required

- Minimum five years' experience using current and emerging technologies to support learning
- Evidence of integration of instructional technology into the curriculum
- Demonstrated experience with complex data systems and their coherent implementation in an educational setting
- Effective oral and written communication within an educational community
- Demonstrated experience with supervision, budgeting, and long-term planning
- Demonstrated experience and technical competence with network operating systems and IT infrastructure
- Evidence of recent professional development activities in the field of IT

Preferred

- Previous experience as an IT Director in a K-12 school or educational setting
- Master's degree in Educational Technology (or a related field) or Database Management





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- Minimum of three years of classroom teaching experience in a homeroom or core subject
- Experience with 1:1 programs in K-12 schools or educational institutions
- Project management experience in the implementation and evaluation of technology applications and systems
- Experience working in an international, culturally and linguistically diverse educational setting

Instructions for application

Interested candidates should send their letter of interest along with their CV and reference list by email to:

David Perry, Headmaster, through, Fernanda Rivera at frivera@nido.cl

Applications will be accepted until November 1st, 2021.

