

Summary

The Technology Manager is a key leadership role responsible for the strategic vision, implementation, and management of all aspects of technology at TIS. This includes overseeing educational technology, information technology infrastructure, security, data management, and support services. The Technology Manager will collaborate closely with school leadership, faculty, staff, students, and parents to ensure that technology effectively supports the school's mission and enhances teaching and learning. The Technology Manager reports to the Finance and Operations Director.

All learning at TIS is guided by our Learning Principles.

TIS Learning Principles

- Learning involves individual choice, autonomy and agency.
- Learning is a process of inquiry, feedback and reflection in authentic contexts.
- Learning is enhanced through individual and community relationships.
- Learning is enhanced in a physical environment that is safe, welcoming, adaptable and inspiring.
- Learning transcends disciplines.
- Learning is essential to the creation of a better world.

Essential Duties and Responsibilities

- Make successful student learning the central consideration in all aspects of decision-making
- Communicate and model the kinds of behaviors and relationships required to succeed at TIS
- Lead the technology department as a service-based support team for the entire TIS community
- Leadership and Management:
 - Lead and supervise the technology team, fostering a collaborative and responsive work environment
 - Develop and implement a technology strategic plan aligned with the school's mission and goals
 - Manage the technology budget effectively, ensuring resources are allocated to meet school needs
 - Oversee procurement of technology hardware and software
 - Stay abreast of emerging trends in educational technology and industry best practices
- Technology Integration in Education:
 - Collaborate with TIS Technology Coaches to integrate technology in teaching and learning across the school
 - Plan/Provide professional development opportunities to enhance technology skills and practices
 - Support innovative technology programs and initiatives to enhance student learning experiences
- Operational Responsibilities:
 - Oversee the school's technology infrastructure, including networks, servers, and cybersecurity systems
 - Ensure the security and integrity of TIS data, implementing data management policies and procedures
 - Develop and maintain disaster recovery and business continuity plans
 - Manage the technology helpdesk, providing timely support to users across the school community
- Other Responsibilities:
 - Represent the TIS in regional and international technology communities, sharing best practices and collaborating with peers
 - Perform other duties as assigned by the School Director

Minimum Qualifications

- Master's degree in Information Technology, Educational Technology, or a related field
- Five years of progressive leadership experience in technology management, preferably in an educational setting
- Demonstrated expertise in managing technology infrastructure, including networks, servers, and security
- Proven ability to lead a collaborative team of service-oriented technology professionals
- Excellent communication, interpersonal, and presentation skills
- Strong understanding of trends in educational technology and their application in PreK-12 classrooms
- Commitment to ongoing professional development; staying abreast of best practices in technology leadership
- Fluency in languages relevant to the TIS community (English, Russian)

Desired Qualifications:

- Experience in an international school setting.
- Experience with software platforms in use at TIS (Google Workspace, ManageBac, OpenApply, PowerSchool)