Woodstock School

JOB DESCRIPTION
Director of Technology

JOB TITLE: Director of Technology

REPORTING TO: Principal

COLLABORATES WITH: Administration, Academic Leadership, Student Services, Operations, Purchasing, Business Office, and other cross-functional teams.

PURPOSE OF THE JOB:

The Director of Technology provides strategic leadership and operational oversight for the school's technology ecosystem. The role defines and advances the school's technology vision while ensuring secure, reliable, scalable, and cost-effective technology services that support learning, operations, communication, and community life.

The Director of Technology oversees infrastructure, systems architecture, data governance, cybersecurity, and educational technology integration, ensuring that technology initiatives align with institutional priorities and enhance user experience across students, faculty, and staff.

In both pastoral and professional ways, exemplify *Our Calling* by working in a way which *Elicits Greatness* and make decisions that align with our *Guiding Principles*. To know more, please visit About Woodstock.

KEY RESPONSIBILITIES

Strategic Leadership & Planning

- Lead the articulation, development, and implementation of a school-wide technology vision and multi-year technology roadmap
- Ensure technology initiatives are aligned with institutional strategy, teaching and learning priorities, and operational requirements
- Represent faculty, staff, and student perspectives in technology planning and continuous improvement processes
- Monitor emerging technologies and evaluate their relevance and potential impact on the school environment
- Shape and evolve the role over time through innovative thinking, collaborative practice, and a willingness to assume additional responsibilities that enhance effectiveness, strengthen institutional priorities, and support a progressive and responsive organizational environment.

Technology Operations & Infrastructure

- Ensure reliable operation, performance, and continuous improvement of infrastructure, networks, systems, and platforms
- Oversee acquisition, implementation, maintenance, and lifecycle management of hardware, software, and cloud services

- Coordinate network upgrades, capacity planning, and infrastructure enhancements
- Maintain comprehensive asset, license, warranty, and maintenance inventories

Cybersecurity, Data Governance & Continuity

- Lead cybersecurity, data protection, and risk management practices across the institution
- Develop and maintain incident response, disaster recovery, and business continuity plans
- Ensure appropriate access controls, monitoring, and compliance with data privacy and safeguarding requirements
- Promote responsible technology use and digital safety within the school community

Educational Technology & User Enablement

- Partner with academic leadership to support effective integration of technology into teaching and learning
- Provide oversight of learning platforms and classroom technology environments
- Lead staff and student onboarding, training, and ongoing capability-building initiatives
- Support innovation and pedagogical use of digital tools

Projects, Change Management & Communication

- Lead technology projects from planning through implementation, evaluation, and reporting
- Provide clear communication and change-management support during system implementations, upgrades, or service disruptions
- Establish project priorities, timelines, and success criteria in consultation with stakeholders

Financial & Vendor Management

- Develop and manage the technology budget, ensuring responsible planning and cost optimization
- Lead vendor selection, procurement processes, and contract lifecycle management including SLAs, renewals, and performance review
- Build and maintain effective relationships with local and international suppliers and service partners

Leadership & Team Management

- Provide leadership, supervision, and professional development for technology department staff
- Oversee the work of the Network Manager and Ed-Tech Support Manager
- Foster a collaborative, service-oriented, and learning-focused departmental culture
- Address staffing, performance, and welfare matters within the team

Institutional Engagement

- Serve as a member of the school's Operations Council and other committees as required
- Contribute to institutional policy development and review related to technology use, security, and governance

SPECIAL NOTES

- The role may require availability during evenings or weekends to support critical operations or projects
- Requires reasonable physical mobility to navigate the school's hilly campus terrain
- Periodic on-call responsiveness may be required for major incidents or outages

QUALIFICATIONS — REQUIRED

- Master's degree in information technology, Computer Science, Information Systems, or related discipline
- Minimum 10 years of progressive IT experience, including leadership responsibility
- Demonstrated experience managing complex infrastructure and enterprise platforms (including Microsoft 365 / SharePoint environments)
- Proven team leadership and project management experience

QUALIFICATIONS — PREFERRED

- Advanced degree or certification in Educational Technology, Information Security, or IT Leadership
- Experience in an international and/or residential school environment
- Relevant professional certifications (e.g., ITIL, CISSP, PMP, Microsoft, Google)

SKILLS & COMPETENCIES

- Strategic and systems thinking
- Strong project and program management capability
- Leadership, coaching, and team development
- Analytical and problem-solving orientation
- Effective cross-functional collaboration
- Clear communication and stakeholder engagement
- Organizational and prioritization skills in dynamic environments
- Cultural competence and ability to work in diverse communities
- Fluency in English and Hindi
- Ability to manage multiple competing priorities