

BROOKLYN FRIENDS SCHOOL

BROOKLYN, NEW YORK

START DATE

JULY 1 2024



POSITION STATEMENT

**DIRECTOR OF
TECHNOLOGY**

POSITION STATEMENT DIRECTOR OF TECHNOLOGY



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Brooklyn Friends School created a community and the ability to know what it's like **to feel safe in a community**. I will take that with me - to know that there's a place where I feel safe and known.

BFS Alum, Class of 2022

COMMUNITY

Brooklyn Friends School, a thriving Preschool-12 grade school located in vibrant Downtown Brooklyn, seeks a Director of Technology, within a dynamic community of colleagues (BFS uses the all-inclusive term, colleagues, to refer to all rather than one that delineates faculty/staff). Founded in 1867, Brooklyn Friends School's pillars of social justice, service learning/civic engagement, and Quakerism, serve as guideposts for our action-oriented collective work. Our school's history has been illustrious and reflective of the expansive nature of human experiences. Guided by our mission, BFS provides a dynamic, diverse, and robust social/emotional environment and academic program that cultivates compassionate, intellectually curious, and confident changemakers. As a school, we affirm that human diversity includes, but is not limited to: race, ethnicity, culture, national origin, religion, gender, gender identity and expression, sexual orientation, age, socioeconomic class, family structure and physical ability, as well as diversity of thought, talents, and learning style.

MISSION

Guided by the Quaker belief that there is a Divine Light in everyone, Brooklyn Friends School cultivates an intellectually ambitious and diverse community that celebrates each individual's gifts. We challenge our students to value and embrace difference as they develop critical thinking skills and apply their knowledge and intelligence both in and out of the classroom. In this rich learning environment, we inspire all members of our community to voice their convictions, to discover and pursue their passions, and to seek truth. Our graduates are compassionate, curious, and confident global citizens who let their lives speak in the spirit of leadership and service.

Our Quaker Identity & School Pillars

QUAKERISM

Grounded in the belief in the Inner Light of every person, BFS centers its Quaker identity in all we do. The six testimonies of Quakerism - Simplicity, Peace, Integrity, Community, Equality, and Stewardship - provide the foundation of a BFS education and inform the three pillars of our school.



01. Diversity, Equity & Belonging

Deeply informed by our Quaker identity and the Inner Light within each person, DEB is paramount to the BFS experience. Values of equity, community, wholeness, imagination, learning and justice enacted in authentic ways through the collective responsibility we hold in our hands. The DEB office explores various aspects of diversity through three different lenses: Comprehensive, Intersectional, and Power & Privilege.

03. Wholeness & Wellbeing

Recognizing the ever-changing and unique challenges our students face in society, BFS added a third pillar in 2023 to center the dignity and wellbeing of each person in our community. A data-informed approach to mental health and tools for resilience animate this critical new pillar.

02. Global Civic Engagement & Social Impact

As a private school with a public purpose, BFS' approach to social impact on a local and global scale is grounded in Care, Accountability, Reciprocity and Equity (CARE). This approach encourages students to see themselves as agents of change, partner with organizations and leaders in the community, and use the experience of service and civic engagement to respond to inequities and injustice impacting our local and global communities.

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From BFS, I will take the Quaker values of inclusivity and compassion. **These ideals are now rooted in my being.** This has empowered me to take action on social justice issues. I absolutely plan on continuing my involvement in social justice issues after high school, and BFS taught me that value.

BFS Alum, Class of 2022

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The Position

With immensely talented colleagues, committed families, a meaningful curricular program, and a community that believes in a values-actionable educational experience, Brooklyn Friends is in a uniquely positive position, with a deeply-rooted identity and mission combined with a genuine openness to the possibilities that lie ahead.

The next Director of Technology will embrace this time of possibility at BFS by providing strategic leadership of educational and information technology throughout the entire community.



As a school guided by Quaker values of Simplicity, Peace, Integrity, Community, Equality, and Stewardship, the Leader understands technology as one of many tools and systems a community relies on to live its mission. In addition to overseeing the information and educational technology teams and daily operations at BFS, the Director of Technology will demonstrate:



PARTNERSHIP

As an all-school role, an ability to joyfully work with children and adults alike is paramount



VERSATILITY

Quickly shifting from ground level to 30,000 feet, the leader thrives in a high-energy and service-oriented environment



VISION

Enthusiastically articulate and steward a clear and compelling vision for the next era of technology at BFS



INNOVATION

Staying abreast of emerging technologies, research and propose new possibilities for the community

Areas of Responsibility

LEADERSHIP & ALL SCHOOL

The Director of Technology is an all-school role and a member of the BFS leadership team. At the helm of the ever-expanding role of technology within schools, the Director will work with BFS students from age two through 12th grade, and colleagues in each Learning Community, academic, and non-academic department.

The ubiquitous nature of technology requires the Director to bridge the academic and operational realms of the school, while serving as the expert and advocate for technological innovation on the BFS Leadership Team. Below are the all-school and leadership responsibilities, followed by responsibilities pertaining to the academic (Educational Technology) and operational (Information Technology) realms.

Communication: Ensure prompt and regular communication with the Head of School, CFOO and Assistant Head of School, regarding successes, concerns, and possibilities within the realm of technology at BFS.

Strategic Vision: The Director will identify opportunities to inject technological innovation to the BFS Strategic Vision

Systems: Lead the school's efforts to ensure a dynamic and integrated technology system, including appropriate and ambitious standards and procedures. Regularly audit, assess, and recommend system upgrades, enhancements, and retirements.

Participate: Join and actively participate in various school-wide committees, efforts, initiatives and task forces.

Belonging: Leveraging technology and expertise, promote diversity, equity, and belonging goals, initiatives, and policies in line with the school's vision and Quaker identity.

Policies: In partnership with General Counsel, review, revise, enforce and promote the school's acceptable use of technology policy to reflect current best practices of colleague & student safety and security.

Community: Take a primary role in promoting learning and building a sense of community among the Leadership, IT and EdTech teams.

Proclaim: Proudly share the successes of BFS at local, regional, and national technology associations to build an expansive network of partnerships and opportunities.

Areas of Responsibility

SPECIFIC REALMS

01 Information Technology

Supervising and managing the daily work of a dedicated team of IT Specialists at BFS, the Director will provide hold high standards for the IT team while empowering them to proactively and creatively problem-solve by modeling versatility and collaboration for the BFS community. Overseeing all technological resources and assets at Brooklyn Friends School, the following outlines specific areas of leadership within the Information Technology realm.

Hardware, Software & Systems:

Oversee the procurement, installation, training, configuration, maintenance, and upgrades to school software, applications, devices, and systems.

Community Voice: The Director will serve as a crucial voice in the planning and execution of community events of varying scale. Demonstrating curiosity and listening skills, BFS will rely on the Director of Technology to propose and implement ideas for the use of technology across all areas of the school, with an emphasis on innovative technological solutions.

Infrastructure: Understanding the connection between technology and campus, the Director will work closely with the BFS operations teams to ensure a seamless integration of technology to the campus spaces.

Budgetary: In partnership with the CFOO, assess current and future budgetary needs to maximize the impact of a BFS education while remaining mindful of our mission.

Build Understanding: Model for and guide full technology team to provide information about training services and research, including preparing memos and making presentations, accompanied by training videos/manuals (that when necessary, are customized).

Network: Ensure availability, reliability and security of the school's network systems, including backups.

Security & Safety: Develop and implement network security procedures, including testing and addressing vulnerabilities and disaster recovery planning.



Areas of Responsibility

SPECIFIC REALMS

02

Educational Technology

With a keen understanding of the technological infrastructure of BFS, the Director will serve as a critical leader and collaborator in the design of an ethical and innovative technology curriculum, with an emphasis on cultivating the skills necessary for aspiring changemakers. The Director of Technology supervises a dedicated team of Educational Technology Integrators to ensure the curriculum is robust and responsive. Outlined below are areas of leadership within the educational technology realm at BFS.

Innovation: In partnership with the Educational Technology Integrators, the Director will strengthen the instructional practice across each learning community in developmentally-appropriate manners. The Director paves the way for BFS students to exercise responsible digital citizenship and to leverage technology as a critical, dynamic tool for change-making.

Emerging Technologies: In collaboration with the Integrators, the Director will research, evaluate, recommend, design, and deliver emerging educational technologies that support teaching and learning.

Curriculum Leadership: Providing technical support to curriculum leaders and teaching colleagues regarding device usage, software, applications, and general use of technology in the classroom. Serve as a thought partner to colleagues to infuse innovative technological solutions into their daily work with BFS students.

Training & Education: Establish systems for colleagues to access, preview, or receive training on the usage of the school's hardware, software, and other technological systems. The Director will also be responsible for organizing and leading high-quality professional development opportunities for BFS colleagues.

POSITION STATEMENT

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Qualifications & Characteristics Sought

BFS seeks candidates who are curious, collaborative, and exhibit a growth-mindset where challenges are viewed as opportunities for growth and transformation. Joy, humor, and authenticity are celebrated in our BFS community.

There have been many changes over my years here in the school and in my positions. But in my experience, despite the ups and downs, those core values stayed true and have allowed me to grow, stretch, and try things I never thought I would do.

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BFS Colleague

- Previous and significant experience in leading strong technology teams, ideally in schools or other educational environments.
- Visionary leadership in educational technology and familiarity with current technology trends affecting schools
- An ability to articulate a vision for strategic and operational technologies in collaboration with key users and school leaders.
- Expertise with relevant hardware, software, networking and cloud-based technologies and systems
- Experience with educational administrative systems (e.g. Blackbaud, Microsoft, Google)
- Genuine ability and desire to work across differences (intellectually and socially)
- Ability to reflect earnestly and celebrate mistakes as opportunities for learning and positive change
- Respect for the life and dignity of children
- Consistently strong, respectful, and gracious interpersonal and communication skills, both written and oral
- Compassion, integrity, and open-mindedness in all interactions
- Collegiality, approachability, flexibility, and adaptability
- Graduate degree highly preferred in area of information technology, education, or related field.

POSITION STATEMENT

DIRECTOR OF TECHNOLOGY



Details & Process



REPORTING STRUCTURE

- This position reports to the Head of School and the Chief Financial and Operations Officer
- Direct reports include:
 - IT Specialists
 - Educational Technology Integrators



COMPENSATION & UNION STATUS

- This is a Non-Union position
- Salary Range: \$152,603-\$186,239



*This salary range represents the expected **annual** salary range for this position. Ultimately, in determining pay, your education, experience, and other job-related factors will be considered. Colleagues may be eligible to participate in employment benefits including, but not limited to, health insurance, dental insurance, vision insurance, 403(b) retirement plan, life insurance and long-term disability insurance. Benefits are subject to change at any time, and are subject to applicable plan documents.*

APPLICATION PROCESS

Please submit the following as a single PDF attachment to hiring@brooklynfriends.org and include **Director of Technology Application** in the subject line. Qualified candidates will be contacted after materials have been reviewed.

1. Cover letter addressed to Crissy Cáceres, Head of School. Along with punctuating your interest and experience, your cover letter should also address how you feel that your professional journey aligns with our school's Quaker identity and our three pillars of Diversity, Equity, and Belonging, Global Civic Engagement and Social Impact, and Wholeness and Well-Being.
2. Statement of Educational Philosophy
3. Resume/Curriculum Vitae
4. List of four references (with emails, phone numbers, and relationship to you).
References will not be contacted without advance permission.
5. Completed [online application](#).

APPLICATION DEADLINE: FEBRUARY 2, 2024

We appreciate your interest in employment at Brooklyn Friends School. We would like to note that BFS still holds a mandatory COVID-19 vaccination policy, which requires all colleagues to be fully vaccinated and provide proof of vaccination.