Job Description
Position: Director of Technology

School Background:
City Charter High School (City High) is an award-winning, technology-infused, public school located in downtown Pittsburgh, PA. City High's mission is to graduate students who are academically, technologically, personally and socially prepared to succeed in post-secondary education, training, or employment. Using a team approach, City High cultivates a safe, supportive, and academically rigorous environment by recognizing and nurturing individual talents, needs and skills.

The six core beliefs at City High are:
- *Connections to the real world.* A career focused experience convinces students that what they do at City High impacts their future.
- *Continuous challenge.* A curriculum constructed with multiple levels best meets the academic needs of individual students.
- *Individual responsibility for learning.* Academic success is dependent on students taking an active role in their learning.
- *Personal academic connections.* Success relies strongly on each student feeling connected to one or more adults at City High.
- *Safe and caring environment.* Essential to active classroom management.
- *Collaboration.* A student's ability to collaborate is essential in today's work environment.

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Position Overview:
The Director of Technology is a senior administrative leader responsible for the strategic vision, fiscal health, and safety of the school's digital ecosystem. This role serves as the school's chief technology advisor to the CEO, Board, and the administrative leadership team, ensuring that technology initiatives are aligned with the school's educational mission and long-term strategic goals.

The Director oversees a department of two as well as a student tech team of approximately 5-10 students and manages a 1:1 user/device environment for 700 users, and over 1000 devices. The Director works in collaboration with the CEO/Principal as the primary architect for the school's technical future and the lead official for data privacy and cybersecurity.
The position start date is July 1, 2026, with the flexibility to start sooner to further assist with the transition of operational knowledge.

Qualifications:
- At least 5 years of progressively responsible IT experience, including 2+ years in a supervisory or leadership role within an educational, non-profit, or mission-driven organization.
- High-level understanding of MS 365 Tenant Admin, Google Workspace, and Microsoft Intune, VEEAM backups, device imaging, networks, device management, etc.
- Proven experience in IT budgeting and the E-Rate filing process.
- Ability to effectively work alongside and with school administrative leadership and translate technical data related information into business/educational terms.
- Strong demonstrated ability to lead professional development and present to diverse groups within education.
- Minimum of a Bachelor's degree in IT, Computer Science, or a related field; Master's degree in Education Technology or Business Administration preferred.

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Certifications (recommended):
- K-12 Leadership, CETL
- Cloud/Infrastructure Microsoft 365 Certified
- Google Ecosystem, Google Certified Professional, and/or Google Workspace Administrator
- Cybersecurity, CISSP

I. Administrative Leadership & Fiscal Oversight
- **Strategic Partner:** Collaborate with the school's administrative leadership team to integrate technology into school-wide strategic planning.
- Budgeting & Procurement: Develop and manage the annual technology budget, including capital expenditure and multi-year hardware refresh cycles. Lead all technology-related procurement processes.

- **Performance & Capacity Building:** Align staff responsibilities, training opportunities, and role definitions with the school's evolving technology needs, ensuring the department has the skills and capacity to support instruction, operations, and security.

- **E-Rate Management:** Lead the annual E-Rate filing lifecycle to maximize federal funding for connectivity and infrastructure.

- **Skill Development & Knowledge Transfer:** Establish structured training plans, documentation standards, and cross-training practices to ensure continuity of operations, reduce single points of failure, and support long-term institutional resilience.

- **Vendor Management:** Serve as the primary authorized point of contact for all technology vendors; negotiate contracts, consolidate subscriptions, and manage Service Level Agreements (SLAs).

- **Equity & Access:** Lead technology strategy with an equity lens rooted in City Charter High School's founding vision, ensuring that technology reduces—not reinforces—barriers to learning, participation, and post-secondary opportunity for all students regardless of socioeconomic status, disability, language background, or learning needs.

- **Skill Development:** Identifying skill gaps within the technology department and implementing training and certification programs to ensure the team possesses the necessary expertise to support the school's mission and future growth in areas such as network administration, cloud services management, and instructional technology support.

- **Operational Excellence:** Fostering a service-oriented, collaborative team environment focused on efficient issue resolution, proactive maintenance, and excellent customer support for all faculty, staff, and students.

II. Operational Oversight
While not expected to serve as the primary systems administrator, the Director must maintain sufficient technical depth to guide architecture, review designs, and respond to critical incidents.
- **Infrastructure:** Oversee all technology operations, including systems administration and the health of the core network (servers, switches, VLANs, Wi-Fi infrastructure, etc).

- **Telecommunications:** Manage school-wide VoIP systems, integrated paging/intercoms, and emergency broadcast systems.

- **Physical Security Systems:** Directly oversee the technical operation and maintenance of IP Security Cameras and Door Access Control systems, et.al.

- **Enterprise Platforms:** Provide high-level management and oversight of all software and services including Microsoft 365 Tenent Admin, Google Workspace for Education, and Microsoft Intune MDM.

III. Cybersecurity & Data Integrity

- **Protocols & Governance:** Author and enforce school-wide cybersecurity frameworks (MFA, encryption, access management).

- **Disaster Recovery:** Establish and maintain robust data backup procedures and a verified Disaster Recovery plan. Serve as the lead coordinator for cybersecurity incident response and post-incident review.

- **Data Privacy Officer:** Ensure strict compliance with FERPA, COPPA, and all federal/state-specific student data privacy regulations.

4. Future Planning, Innovation, and Professional Development

The Director of Technology is a forward-thinking leader responsible for ensuring that the school's technological infrastructure and staff capabilities are aligned with the cutting edge of educational practice. This includes:

- **Innovation Roadmap & Strategic Planning:** Developing a comprehensive, multi-year technology innovation roadmap. This involves continuous research into emerging educational technologies (e.g., responsible integration of Generative AI tools, immersive learning environments, advanced data analytics platforms) to anticipate future institutional needs and inform strategic investment decisions. The Director is expected to pilot and evaluate new solutions to ensure they enhance teaching and learning outcomes while maintaining a secure and stable environment.

- **Staff Professional Development (PD) Leadership:** Working along with the Ed Tech Specialist, designing, leading, and evaluating a robust professional development program for the school's 100+ staff members. The PD curriculum must cover a dual mandate:

  - Technology Integration: Empowering educators to effectively utilize existing and new technologies to create engaging, personalized, and differentiated learning experiences.
  - Cybersecurity Awareness & Compliance: Cultivating a strong, school-wide culture of security and data privacy compliance (e.g., FERPA, local regulations) by providing mandatory, ongoing training on best practices for phishing prevention, data handling, and acceptable use policies.

Compensation:

Very competitive salary commensurate with experience, demonstrated skills and performance. Salary range: $80,000-$105,000. In addition, City High provides a generous benefit package including health insurance (medical, dental and vision) that is subsidized by City High, paid time off (PTO), an annual performance bonus, a competitive 401k retirement program (with competitive employer matching contributions), a reimbursable annual educational stipend up to $3,000, an annual transportation stipend of $1,250, trimester breaks, and a 4-day school schedule that includes only one work Monday per month (with the exception of two parent-teacher conference days annually).

Application Process:

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Applications will be reviewed until a candidate is hired. Interested candidates should send a cover letter and resume via email to:

City Charter High School
Attention: Dr. Dara Ware Allen
CEO and Principal
201 Stanwix Street
Pittsburgh, PA 15222
Email: employment@cityhigh.org