LAKEHILL
PREPARATORY SCHOOL

Lakehill Preparatory School guides motivated students to learn with curiosity, lead with confidence, and serve with compassion.
Our challenging and nurturing educational community inspires students to become collaborative problem-solvers who live with integrity.

Lakehill Preparatory School
2720 Hillside Drive
Dallas, Texas

Position Title: Director of Technology

Lakehill Preparatory School seeks a Director of Technology for immediate hire. Reporting to the Director of Operations, the Director of Technology will help maintain and update all IT systems within the school, ensuring the integrity and security of the school's network while also supporting teachers with educational technology integration.

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Key responsibilities include:

Network and Infrastructure Management:

- Ensure the integrity and security of the school's network, servers, and data.
- Manage hardware and software assets, including maintenance, upgrades, and licensing.
- Implement and maintain security protocols to safeguard sensitive information and protect against cyber threats.

Educational Technology Integration:

- Collaborate with teachers and faculty to integrate technology into the curriculum, enhancing the teaching and learning experience.
- Provide support for online learning platforms, digital resources, and classroom technology.

Vendor and Stakeholder Relations:

- Establish and maintain relationships with technology vendors and service providers.
- Collaborate with school leadership, teachers, and staff to understand their IT needs and provide solutions accordingly.

Technical Support:

- Provide technical support to staff and students, resolving IT-related issues and ensuring a reliable and responsive helpdesk.

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Ideal candidates should have the following qualifications:

- Bachelor's degree in Information Technology, Computer Science, or a related field. Alternatively, candidates with substantial work experience in IT management will be considered.
- Strong knowledge of educational technology trends and best practices, with the initiative to continually advance our school's technological infrastructure in order to foster an innovative environment for students and staff.
- Strong problem-solving and analytical abilities.
- Knowledge of network and system administration, cybersecurity, and data management.
- Familiarity with relevant compliance and regulatory requirements.
- Exceptional communication and interpersonal skills.

To apply for this position, please email a resume and cover letter to Evelyn Tan, Director of Operations.

Evelyn Tan, Director of Operations
Lakehill Preparatory School
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Dallas, Texas 75214
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