



Job Title: Director of Technology

Department: Administration

Reports to: Assistant Head of School and DFO

Steamboat Mountain School

Steamboat Mountain School is an independent K–12 day and boarding school in Steamboat Springs, Colorado. The Emerald Campus serves students in kindergarten through eighth grade, while the Mountain Campus serves grades nine through twelve and houses the school's boarding program. Across both campuses, SMS brings together rigorous academics, close relationships, and experiential learning to develop students' curiosity, independence, and meaningful engagement with the world.

Position Description

Steamboat Mountain School seeks a collaborative, resourceful Director of Technology to lead technology across its two campuses. In our Mac-based and Google suite school, the Director ensures that technology supports excellent teaching, effective school operations, and a safe, connected residential community.

This role combines strategic leadership with daily, hands-on work. The Director will be equally comfortable developing a multiyear technology plan with corresponding budgets, troubleshooting a MacBook, helping a teacher evaluate a learning tool, and ensuring network operation. The successful candidate will bring technical depth, sound judgment, patience, and an understanding of the relationships that make a school community thrive.

Primary Responsibilities

- Technology leadership and stewardship
- Develop and maintain a practical technology plan that reflects school priorities, the needs of both campuses, and available resources
- Partner with school leadership to establish annual priorities, operating and capital budgets, and sustainable equipment replacement schedules.
- Manage technology purchasing, licensing, vendor relationships, and service agreements; coordinate outside specialists and any assigned technology staff.

- Maintain clear documentation of systems, assets, procedures, and responsibilities so essential services remain supported during absences and transitions.

Daily Support

- Administer and support the school's Apple environment, including macOS devices, Apple School Manager, and mobile device management.
- Oversee device deployment, software distribution, updates, security settings, repairs, inventory, and retirement.
- Provide approachable, timely technical support to students, faculty, and staff, with a regular presence on both campuses.
- Establish clear ways to request help, prioritize urgent issues, and communicate progress.
- Support classroom displays, audiovisual equipment, printing, and other technology used in instruction and school activities.

Infrastructure and School Systems

- Maintain reliable internet access, Wi-Fi, networks, and cloud services across academic, administrative, and residential spaces.
- Coordinate network improvements and service continuity planning appropriate to two campuses and a mountain setting.
- Manage network devices with a familiarity of Meraki and Unifi systems.
- Manage accounts, permissions, and onboarding and departure procedures.
- Partner with administrative departments to support school information systems, improve workflows, and maintain dependable connections between platforms.

Cybersecurity and Data Stewardship

- Lead practical safeguards for school systems and sensitive student, family, and employee information.
- Maintain appropriate access controls, multifactor authentication, device protection, backups, and tested recovery procedures.
- Develop and maintain an incident response plan with school leadership and outside providers.
- Evaluate new software and vendors for security, privacy, accessibility, and educational value.
- Provide clear, useful training that helps employees recognize threats and handle information responsibly.

Teaching and Learning

- Collaborate with academic leaders and teachers to select and use developmentally appropriate technology that advances specific learning goals.

- Offer individual coaching, practical training, and accessible guidance for students and staff with varying levels of technical confidence.
- Support assistive technologies and equitable access to learning resources.
- Partner with educators on digital citizenship, information literacy, academic integrity, and responsible AI use.
- Help the school assess emerging tools thoughtfully, with attention to student privacy, independent thinking, and the quality of learning.
- May teach a computer science course and lead seminars on proper technology use.

Qualifications

The successful candidate will demonstrate:

- Progressively responsible experience in technology support, systems administration, or technology leadership, preferably in an educational setting.
- Strong practical expertise supporting and managing Macs, including centralized device management.
- Working knowledge of networking, Wi-Fi, cloud administration, cybersecurity, identity management, and backup and recovery.
- The ability to manage projects, budgets, vendors, and competing priorities with care and follow-through.
- Clear communication skills and a patient, service-oriented approach to troubleshooting and training.
- Discretion when handling confidential information and sound judgment when working with children and adolescents.
- A commitment to an inclusive community and enthusiasm for SMS's educational mission.
- A relevant degree or an equivalent combination of professional experience and training.
- Experience in an independent or boarding school, supporting multiple locations, providing faculty professional development, or managing school information systems is especially valuable. Relevant Apple, networking, or cybersecurity certifications are welcome.

Compensation and Benefits:

Steamboat Mountain School offers a rich and comprehensive benefits package for full time employees.

- Salary range \$70,000-\$90,000 depending on experience, schedule worked, and housing needs.
Higher degrees and teaching experience will impact final salary.
- Campus housing is available for staff according to needs and qualifications. Housing value ranges from \$20,000 - \$35,000 depending on size of housing.

- Three weeks of summer vacation, most holidays, and all traditional school holidays.
- Medical including short term disability for full time employment
- Dental for full time employment
- Vision for full time employment
- Retirement contribution match after one year of service for full time
- Tuition remission benefits after two years of service for full time

In order to apply, email your resume and cover letter to careers@steamboatmountainschool.org. Steamboat Mountain School is an Equal Opportunity Employer.