



**CARROLLWOOD
DAY SCHOOL**
Education with Character

Director of Technology

Carrollwood Day School seeks a proven leader and culture builder as our next Director of Technology. The new Director will lead our Technology department through a period of intentional transformation. The ideal candidate brings demonstrated experience developing people, transforming team culture, and aligning technology services with the mission and daily operational needs of a complex, mission-driven school environment. Technical fluency is required; the ability to lead people and build culture is non-negotiable.

Carrollwood Day School (www.CDSPatriots.org) is an innovative International Baccalaureate (IB) independent school located in North Tampa, FL. Since the inception of CDS in 1982, we have prided ourselves on being a community of learners. We have grown from a preschool into a comprehensive program serving more than 1,200 students from age two through 12th grade. Carrollwood Day School stands out as a leader in its commitment to educating the whole child and is recognized nationally for its academic excellence and its school-wide emphasis on character development. Outside the classroom, our students are engaged in a multitude of athletics, arts, and extra-curricular programs. In short, we have PATRIOT PRIDE in everything we do at CDS.

The vision of Carrollwood Day School is to build a community prepared and inspired to better the world. As an IB World School, we cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School embraces and celebrates the rich diversity of our students, employees, and families from all backgrounds. As an International Baccalaureate continuum school, CDS strives to create a supportive and inclusive learning environment where each person is valued. We work to intentionally develop cross-cultural competency and appreciation of differences within all constituents. We value the influence of a wide range of experiences and perspectives in our classrooms, relationships, and interactions as we prepare our students to contribute to a diverse and interconnected world.

Carrollwood Day School is one of only 36 independent schools in the United States to offer the full curriculum/continuum of IB programmes from early childhood through college prep (PYP, MYP, and DP). In 2019, CDS was honored to become one of only 15 U.S. schools to earn membership in the Cum Laude Society and also offer an International Baccalaureate education. In 2022, CDS was welcomed into the prestigious Round Square organization. In 2023, CDS was awarded the Florida and National School of Character Designation for the second time.

Understanding that a team of talented, supported, and growth-minded faculty and staff is what leads to student success, the first pillar of our strategic plan is to become the destination school for exceptional educators in the Tampa Bay region. Want to join our team and better the world?

Position Purpose: The Director of Technology is first and foremost a leadership and management role. The Director is responsible for building and managing a high-performing, service-oriented technology team that earns the trust and confidence of faculty, staff, academic leaders, and division heads — and delivers on that trust every day.

The right candidate brings demonstrated experience developing people, transforming team culture, and aligning technology services with the mission and daily operational needs of a complex, mission-driven school environment. Technical fluency is required; the ability to lead people and build culture is non-negotiable.

The Director reports to the CFO/COO and works in close partnership with academic leaders, division heads, and the school's Network Administrator to ensure that technology infrastructure, systems, and support are reliable, responsive, and mission-aligned.

Essential Responsibilities:

Leadership and Culture

- Assess, develop, and optimize the culture of the IT department — building a team that is proactive, service-oriented, nimble, and accountable
- Establish clear expectations, individual development plans, and a performance culture rooted in ownership, initiative, and continuous improvement
- Create and foster an environment where team members are empowered to solve problems, support colleagues, and contribute ideas — not simply wait for direction
- Serve as a visible, trusted partner to academic leaders, division heads, and operational staff — building relationships, understanding needs, and delivering consistent follow-through
- Actively strengthen the credibility and trust of the technology department in the eyes of the faculty, staff, and school community
- Model the standard of service, communication, and professionalism expected of every member of the technology team
- Foster a team environment characterized by collaboration, psychological safety, high standards, and pride in the work

Team Management and Development

- Hire, supervise, evaluate, and develop all members of the technology department, including the Network Administrator
- Conduct regular one-on-ones, team meetings, and performance reviews focused on growth, accountability, and alignment with departmental and school goals
- Establish clear roles, responsibilities, and lanes within the technology team — ensuring collaboration without confusion and accountability without micromanagement
- Identify and develop individual strengths within the team; build succession depth and reduce single points of failure
- Manage staffing needs and make recommendations for team structure as the school's technology needs evolve

Technology Strategy and Operations

- In collaboration with the CFO/COO, academic leaders, and key stakeholders, contribute to the development of a strategic, sustainable, and long-range technology plan aligned with the school's mission and IB framework
- Oversee and evaluate the deployment, performance, and lifecycle management of all IT hardware, software, and systems — balancing reliability, cost-effectiveness, and user experience
- Ensure IT data security, risk management, disaster recovery, and business continuity plans are in place, documented, and regularly reviewed
- Oversee the maintenance, reliability, and strategic use of enterprise systems including SIS, LMS, accounting, admissions, advancement, Magnus, and other mission-critical platforms
- Serve as project manager for enterprise data transitions, system implementations, and major technology initiatives
- Ensure appropriate, secure access to technology and digital resources for all internal and external constituents
- Oversee and coordinate technology training for faculty, staff, and other constituents
- In partnership with instructional technology staff, support the integration of technology into teaching, learning, and student achievement — understanding how the IB framework shapes those needs
- Anticipate emerging technology trends and make actionable, fiscally responsible recommendations to the CFO/COO and academic leadership

Budget, Vendors, and Asset Management

- Develop and manage the annual technology operating budget and capital technology project budgets in collaboration with the CFO/COO
- Manage vendor relationships, service contracts, and licensing agreements — evaluating performance, cost, and long-term fit
- Oversee inventory and lifecycle management of all school-owned or leased technology equipment
- Ensure timely maintenance and support for classroom technology, computer labs, office systems, and audiovisual infrastructure throughout the campus

Communication and Collaboration

- In collaboration with the communications department, oversee the technical integrity and support of the school's web content platform
- Prepare clear, accessible communications and reporting for the CFO/COO on department performance, initiatives, risk, and budget
- Maintain an active role in local, regional, and national technology communities relevant to independent schools
- Participate as a contributing member of the school's operational leadership community — present, engaged, and aligned with the school's mission and values

- Support evening and weekend events as needed; meet regular and timely attendance requirements

Qualifications, Skills, and Attributes needed for success:

Required:

- Master's degree in information technology, computer science, educational technology, organizational leadership, or a related field
- Demonstrated success leading and transforming a technology team — including documented culture change, staff development, and performance improvement
- Track record of building trust and strong working relationships with non-technical stakeholders in a complex organization
- Experience managing technology operations in an educational or similarly mission-driven environment
- Competency across IT operations including networking, infrastructure, enterprise systems, cybersecurity fundamentals, and end-user support
- Exceptional communication skills — able to translate technical language for academic and operational audiences clearly and credibly
- Strong budget management and vendor management experience
- High emotional intelligence; self-aware, composed, and effective in navigating organizational change
- Ability to prioritize, manage multiple projects simultaneously, and make sound decisions under pressure
- Valid Florida Driver's License with acceptable driving record

Preferred:

- Experience in an independent school, IB school, or PK-12 educational environment
- Familiarity with IB curriculum frameworks and their implications for instructional technology
- TLIS certification or equivalent educational technology leadership credential

Non-Negotiable:

- A genuine service orientation — not performative, but deeply held
- The ability to hold people accountable with respect and clarity
- Enthusiasm for developing others and building something better than what exists today
- Alignment with the mission, values, and community culture of Carrollwood Day School

This is a full-time 12 month position. Compensation includes competitive salary, comprehensive insurance benefits, 401K with immediate employer match, professional development opportunities, very generous paid time off, and tuition remission for accepted/enrolled children/students.

Interested candidates should send a resume and letter of interest to Larry Pittman, lpittman@cdspatriots.org