BERKELEY HALL SCHOOL

IT Manager

LOCATION
Los Angeles, CA

SEMIFINAL ROUND
Late June or Early July

START DATE
August 2023

POST DATE
May 19

ON-SITE FINAL ROUND
Mid-July

SALARY RANGE
$90,000 - $115,000

APPLICATION DEADLINE
June 19

DECISION ANNOUNCED
Late July

REPORTS TO
Director of Campus Operations

1911
BERKELEY HALL
SCHOOL

Ed Tech
RECRUITING

MISSION

To empower children to fulfill their unlimited, God-given potential as fearless scholars and conscientious citizens.

SUMMARY

Sitting atop 66 acres of the Santa Monica Mountains, Berkeley Hall School is the oldest PS-8, coeducational independent school in Los Angeles. Its campus is a serene retreat from the bustle of nearby neighborhoods. The grounds embody what Berkeley Hall School offers its 260 students – a safe, supportive, and close-knit community, where each child is empowered to become a fearless scholar and conscientious citizen. Students enjoy an abundance of outdoor learning areas, in addition to robust athletic facilities and a recently designed wellness center.

As important as the outdoors and face-to-face education are to Berkeley Hall, technology is also an essential – and increasingly so – area of school operations. Over the last several years, the school has invested heavily in its technology program.

Continuing that trend, the school just created a new position: IT manager. That role will manage an on-campus support specialist and oversee a third-party technology solutions provider, which provides engineering and back-end support. The school is looking for an IT manager willing to be hands-on and proactive with data and systems administration. For the last few years, that area of technology support has been served by an out-of-state contractor, who will step aside once this position is filled. Another important focus area for the IT manager is the coordination of technology projects, which often involve a variety of stakeholders and critical needs. The IT manager reports to the director of campus operations, also a new role that was just hired earlier this spring. Berkeley Hall is excited to onboard an IT manager in early August, just prior to the start of the 23-24 school year.

VALUES & HISTORY

The Foundations of Berkeley Hall

Values

RESPECT
Behaving with dignity toward oneself and others (including property).

HONESTY
Communicating with integrity and showing moral courage.

RESPONSIBILITY
Making good choices and always using the Golden Rule of treating others the way we want to be treated.

COMPASSION
Expressing empathy and kindness for the rights and feelings of others, while accepting and appreciating differences.

Motto
"No Limits, No Labels, Lots of Love."

Golden Rule
Treat others as you want them to treat you. This universal tenet is central to our community life.

History

Founded in 1911, Berkeley Hall is the oldest, co-ed independent school in Los Angeles. Its commitment to education is rooted in the vision of the school's founders, Leila and Mabel Cooper, who as educators and Christian Scientists were dedicated to promoting the unlimited, intelligent nature of all children as expressions of God.

The founders' legacy is reflected in Berkeley Hall School's mission statement, and continues to guide the community in taking every opportunity to cultivate the core values of **respect, responsibility, honesty, and compassion** within themselves. Today, the school considers these founding principles to be universal truths that are integral to the Berkeley Hall experience and its inclusive community that embraces families from diverse religious and cultural backgrounds. Berkeley Hall also believes that these values allow children to grow into self-confident and compassionate stewards of their world, and encourages them to explore their own values while respecting each person's individuality and set of beliefs.

DEIB AT BERKELEY HALL

Berkeley Hall's goal is to approach teaching and learning in ways that are enriched by the variety of backgrounds and perspectives each student brings. Berkeley Hall strives to create a community built upon relationships of awareness and trust.

A number of school programs are addressing implicit bias, equipping the community to fight racism, fostering student intelligence in multiculturally sensitive ways, and enriching and strengthening a curriculum that is inclusive and equitable. But just as important are the less formal steps—the teachable moments Berkeley Hall experiences every day, in which teachers and students practice seeing and celebrating each individual for their unique gifts.

For 112 years, Berkeley Hall has embraced the ideal of fairness. The school knows that achieving that ideal is a continuous work in progress, and the process of striving toward it is also deeply instructive.

- Berkeley Hall is diverse in many ways: ethnically, religiously, culturally, and socioeconomically, even internationally (with 6% of students being non-U.S. citizens).
- Berkeley Hall celebrates and experiences its diversity through intercultural events spanning the year— from Black History Month and Lunar New Year, to Diwali and Persian New Year.
- Through an evolving curricular audit, Berkeley Hall is examining its curriculum through an equity lens to be sure to include content that represents a more global perspective and cross-section of all cultures and backgrounds.
- Through a responsive classroom model, students work together to identify their strengths and articulate goals for their growth as fearless scholars and conscientious citizens. In doing so, they model and practice skills of inclusion and fairness every day.

KEY STATISTICS

FOUNDED IN

1911

CAMPUS

66 acres in the Santa Monica Mountains

7 buildings and an amphitheater

ENROLLMENT

260 students

GRADES

PS – Grade **8**

DIVERSITY

54% of students are of non-majority backgrounds.

STUDENT/FACULTY RATIO

8:1

AVERAGE CLASS SIZE

18 students

FACULTY

34 full-time faculty members

12 special subject teachers

61% of faculty hold advanced degrees

MEMBERSHIPS

NAIS
CAIS
CSSE
LAIS

ACCREDITATION

CAIS
California Association of Independent Schools

WASC
Western Association of Schools and Colleges

SPORTS FACILITIES

- Football, soccer, and baseball fields
- 1/4 mile track
- Sport Court and four tennis courts
- 75 ft. outdoor pool

ENDOWMENT

$4M for 2022-23

CAPITAL IMPROVEMENTS BUDGET

$1M for 2022-23

OPERATING BUDGET

$8M for 2022-23

FINANCIAL AID

24% of students are awarded need-based grants.

www.berkeleyhall.org

KEY STATISTICS

TECHNOLOGY

1:1 iPad Program (K-2)

1:1 MacBook Pro Program (3-8)
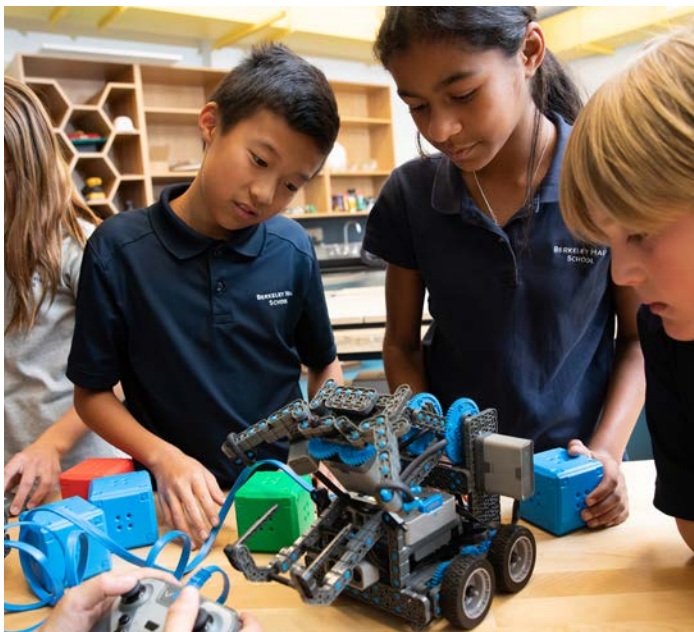
17 SMART boards

SYSTEMS

90% Mac

10% Windows

BlackBaud

MS Office

Google Suite

Adobe Creative Cloud

KNOWING TECHNOLOGIES

Like many schools its size, Berkeley Hall has found creative and efficient ways to get external technology support. Since 2018, the school has worked with Knowing Technologies (KT), a California-based technology solutions partner that primarily serves independent schools. Currently KT provides two areas of support. Instructionally, KT coaches work directly with faculty members to explore and leverage new academic technologies in their classes. Operationally, KT assists with network monitoring and higher-level engineering support for IT projects throughout the year. Once on board, the IT manager will take the lead in overseeing the engineering partnership with KT. The assistant head of school will continue to manage the instructional coaching service.

THE PS-8 MODEL

By bringing together students from age 4-14, Berkeley Hall creates an environment beautifully suited for each of them to thrive.

It provides space for children at each age to be themselves, in an age-appropriate way. It gives each age group room to shine while allowing for inspiring connections between older and younger students.

One of the clearest advantages is for 7th and 8th graders, who have exceptional opportunities to step into roles of leadership and to gain recognition and respect. Rather than struggling for a sense of identity in the shadow of high school students – or emulating overly mature behaviors – these young adolescents can come into their own at Berkeley Hall.

For younger students, the middle-graders become wonderful role models. Whole-school activities, as well as peer tutoring and other buddy programs, create a solid structure for relationships to form and grow.

- Preschool and Early Kindergarten children attend plays and performances presented by older students, and older students attend their shows as well.

- In contrast to large, multi-division schools where lower, middle, and upper schoolers each inhabit their own worlds, Berkeley Hall's small size allows for vibrant cross-connection.

- Because Berkeley Hall's middle school does not feed into a single high school, faculty members work rigorously to prepare graduates for success in a range of secondary settings—from top boarding schools to the best high schools across Los Angeles.

- Approximately 90% of Berkeley Hall 8th graders gain entry to their top-choice high school.

SEL AT BERKELEY HALL

Berkeley Hall sees social-emotional learning as equally important to a rigorous academic curriculum. Berkeley Hall places an emphasis on nurturing the whole child, and creates an inclusive culture of collaboration on campus. The school teaches children how to harness a growth mindset, and provides support and resources to all students through its campus wellness center. Berkeley Hall aims to empower students to take risks and discover their passions through graduation and beyond.

Depth of Study Program

Berkeley Hall faculty members share a commitment to ongoing academic improvement. Through the Depth of Study program, the school's teachers put that commitment into action.

Depth of Study faculty teams work together in an ongoing, structured way to strengthen specific aspects of teaching and learning at Berkeley Hall. Teachers analyze student data to identify facets of the curriculum and student experience that could benefit from improvement and then bring together their best ideas to make it happen.

In a profession where most practitioners work in isolation, Depth of Study is boldly collaborative. It results in better day-to-day instruction and in systemic improvements, too — continuity from grade to grade, shared vocabulary and standards among faculty, and an elimination of gaps and redundancies. The result is a more powerful learning experience for every student.

This systematic approach ensures that programs such as Columbia University's Teachers College Reading and Writing Project and the Singapore math program are taught deeply and effectively, and that the school's implementation of these research-based programs stays true to their original design.

In many ways, Berkeley Hall teachers' commitment to Depth of Study means that each student experiences a depth of understanding.

The Wellness Center

The Berkeley Hall Wellness Center, under the guidance of the director of student wellness and the assistant head of school for programs and DEIB, promotes the health and well-being of the community through a variety of programs. These include, but are not limited to, health and medical needs, COVID-19 protocols and procedures, outdoor education trips, student council, community time, after-school enrichment programs, extended daycare, bus programs, academics, social-emotional learning, restorative practices, diversity, equity, inclusion, and belonging, and wellness time (formerly known as advisory).
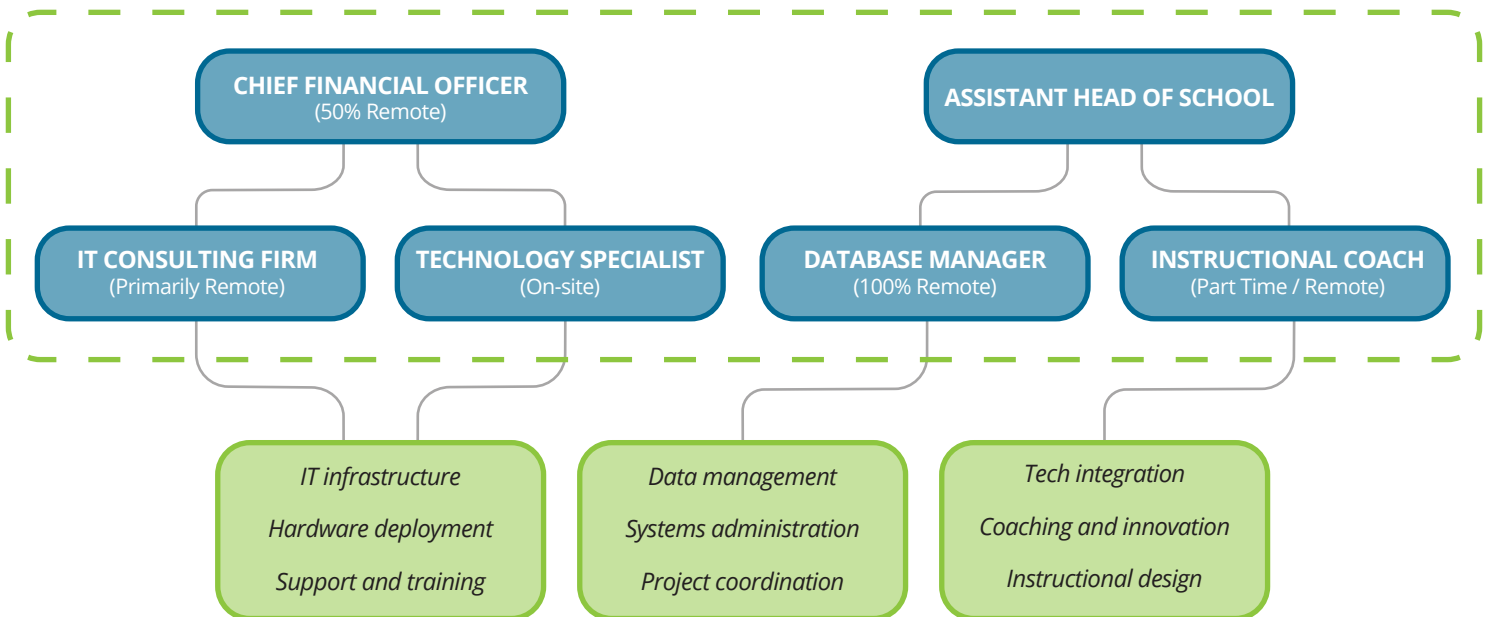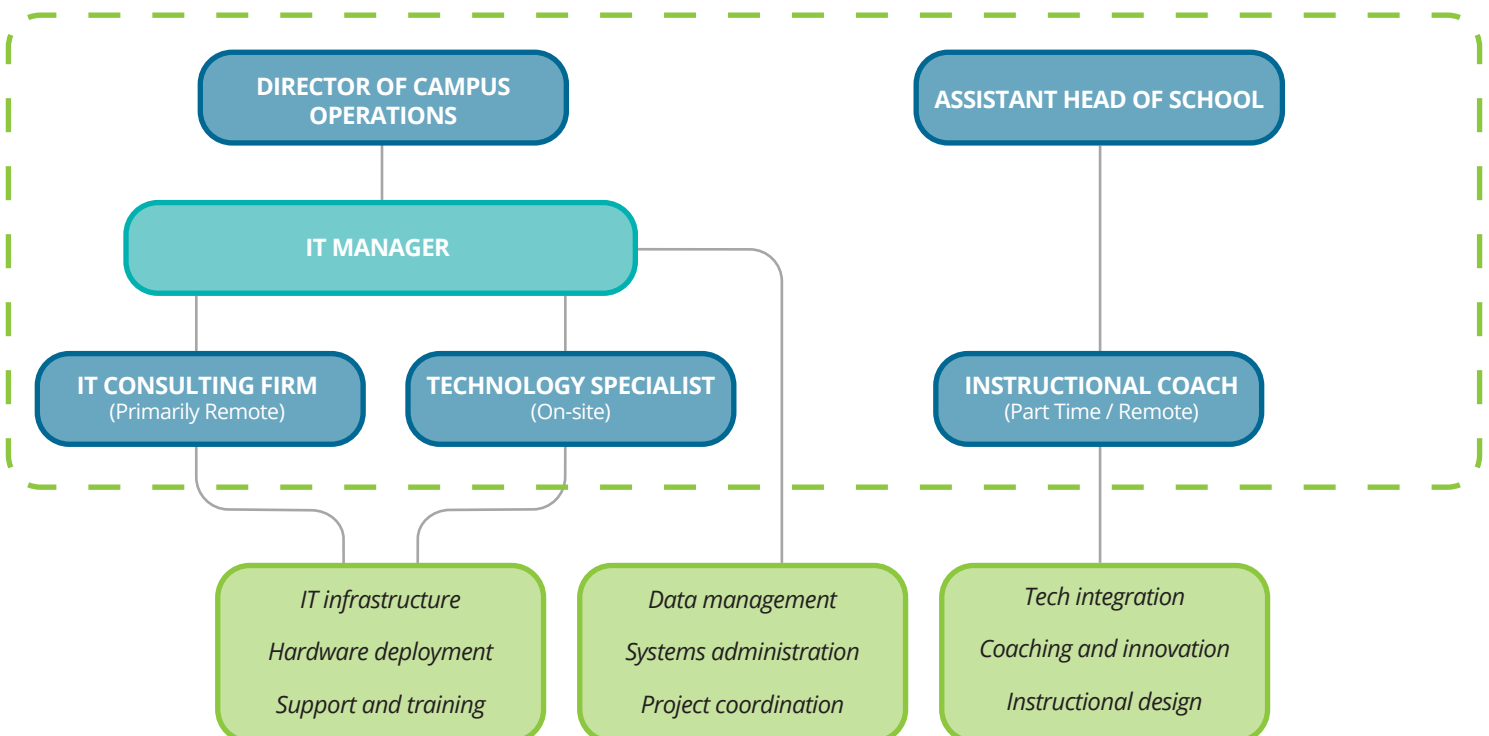
TECHNOLOGY GOVERNANCE

The technology governance structure at Berkeley Hall is shifting. Currently, the CFO, who works remotely, oversees IT operations, which includes an outsourced third-party firm and an on-campus support specialist. Meanwhile, the assistant head of school oversees a remote database manager along with the instructional coaching services provided by the third-party firm. The IT manager is a new role designed to provide cohesive leadership for all areas of technology operations except coaching: infrastructure, deployment, support, data/systems administration, and project coordination. The IT manager will report to the director of campus operations, which is also a new role.

2022 - 2023 SCHOOL YEAR

CHIEF FINANCIAL OFFICER
(50% Remote)

ASSISTANT HEAD OF SCHOOL

IT CONSULTING FIRM
(Primarily Remote)

TECHNOLOGY SPECIALIST
(On-site)

DATABASE MANAGER
(100% Remote)

INSTRUCTIONAL COACH
(Part Time / Remote)

IT infrastructure

Hardware deployment

Support and training

Data management

Systems administration

Project coordination

Tech integration

Coaching and innovation

Instructional design

2023 - 2024 SCHOOL YEAR

DIRECTOR OF CAMPUS OPERATIONS

ASSISTANT HEAD OF SCHOOL

IT MANAGER

IT CONSULTING FIRM
(Primarily Remote)

TECHNOLOGY SPECIALIST
(On-site)

INSTRUCTIONAL COACH
(Part Time / Remote)

IT infrastructure

Hardware deployment

Support and training

Data management

Systems administration

Project coordination

Tech integration

Coaching and innovation

Instructional design

AREAS OF FOCUS

Systems Management

The IT manager will take a hands-on approach to identifying and implementing improvements to the school's technology and applications systems, and will solicit feedback from other departments to ensure essential data needs are met. As this position will also oversee major data services such as school calendar maintenance, web form integrations, and application systems, the IT manager will take a strategic approach to ensuring these systems best meet the needs of the Berkeley Hall community.

Faculty, Staff, and Student Partnership

The school looks forward to having an on-campus IT manager to continually assess the technology needs of the Berkeley Hall faculty, staff, and students. The IT manager should maintain a visible presence on campus to regularly check in with department heads, faculty, and other stakeholders. IT support, which is provided primarily by the technology specialist, will sometimes require additional hands-on assistance by the IT manager. Finally, exceptional communication, guidance and leadership around technology transitions, implementations, and project coordination are all essential elements for this new role.

Technology Program Management

The IT manager will be responsible for overseeing all aspects of the IT program, from budget to hardware and software deployment to third-party assistance. On that last note, the school leverages a third-party technology solutions partner, Knowing Technologies, to assist with major engineering projects and large-scale integrations and implementations. The IT manager will serve as the school's de facto technology project manager and work with both internal stakeholders and external contractors to ensure projects are successful and do not disrupt core learning experiences.

BACKGROUND AND OPPORTUNITIES

A Jewel of a Campus in Los Angeles

Los Angeles is famous for its interconnected freeways and towns. But in fact scattered across this large metropolitan city are special places that sit near open spaces, parks, mountain ranges, or scenic overlooks. Berkeley Hall School is one such example that has all those elements on its nearly 70 acres of beautiful land near the Santa Monica Mountains. A stroll on one of the many trails of Berkeley Hall would likely include an encounter with wildlife and undoubtedly include a sensation of calm and serenity.

Sitting near the 405/101 interchange, Berkeley Hall is proximal--including in some cases adjacent--to several other independent and public schools. Yet just four miles from The Getty Museum and 17 miles from LAX, Berkeley Hall is not that far from many diverse communities and suburbs, including Encino to the north, Hollywood to the east, Calabasas to the west, and Santa Monica to the south. Berkeley Hall began in the flatlands of Los Angeles and moved to its scenic indoor/outdoor campus several decades ago.

Founded over 100 years ago to empower children to fulfill their unlimited, God-given potential as fearless scholars and conscientious citizens, Berkeley Hall is the oldest co-ed, independent, K-8 school in Los Angeles. Families come to Berkeley Hall because it does not sacrifice community and kindness in its effort to deliver a top-notch academic program. Families also are thrilled that their children can learn outside and among nature as they step on to this oasis of campus that also boasts tennis courts, multiple fields, and a swimming pool. To that end, many other schools, neighbors, and camps seek out partnerships with Berkeley Hall to rent its facilities.

The Importance of Technology Operations

As described on the previous page, the technology governance model is changing at Berkeley Hall. At a high-level, that change starts by creating a new role, the IT manager, to bring operational oversight back on campus. Coming out of the pandemic, technology is more important and complex than it has ever been. Presently, all areas of the school's technology program, including IT, data/systems, and integration coaching, involve remote management components. This model served the school for a period of time, but now it is proving a bit too challenging for various academic and administrative departments.

This move toward on-campus technology management is part of a bigger investment of operational oversight at the school. Earlier this spring, the school ran a search for a director of campus operations. That search has concluded, and the new director of campus operations, who will be the direct supervisor for the IT manager, starts in mid-July. With these two positions on the same team, the community at Berkeley Hall is optimistic that project management and general operations will feel smoother and more efficient.

When the IT manager begins, several changes will occur. The remote database manager will transition off the team. Thus, the IT manager will be most hands-on in the area of data administration. Meanwhile, the on-campus technology specialist will report to the IT manager, who will also oversee the external, third-party managed services relationship. All of these changes should help to centralize and clarify operational oversight of technology by the IT manager, who will enjoy leadership support from above from the new director of campus operations.

ADDITIONAL INFORMATION

Adjectives to Describe the Next IT Manager

COMMUNITY-MINDED   **VISIONARY**   **ACTIVE LISTENER**

SYSTEMS-THINKER   **PATIENT**   **COLLABORATIVE**

MISSION-ALIGNED   **RELATIONAL**   **DETAIL-ORIENTED**

Operational Leadership at Berkeley Hall

Dr. Sarah Colmaire
Assistant Head of School for Teaching and Learning (2022-23)
Interim Head of School (2023-25)

Courtney Grady
Director of Campus Operations

Berkeley Hall is currently under the leadership of Dr. Nikki Gamrath, who has been a champion for enhancing and investing in school operational management. Nikki is leaving Berkeley Hall at the end of this year and is preparing to hand the reins over to Dr. Sarah Colmaire, who is currently the assistant head of school for teaching and learning at Berkeley Hall. Sarah will serve as the interim head of school during this period of transition. As an alum of the school, Sarah shares Nikki's commitment to the mission and recognition of the importance of operational leadership, and she is very excited for this new role. In July, Courtney Grady will begin as the school's inaugural director of campus operations. Courtney has served as an operations manager and program manager for various educational organizations and has been in operational and logistical roles for over a decade. Many of her positions required providing leadership support or guidance for various enterprise technology systems.

We invite you to watch our **INTERVIEW** with Sarah and Courtney, who talk about the importance of the new IT manager position for the school. Sarah also shares her thoughts as a long-time member of the Berkeley Hall community, and Courtney shares insights into what drew her to the director of campus operations role earlier this spring.

SPECIFIC DUTIES

Systems Management

- Maintain and support the school's enterprise application systems, which includes Blackbaud's "ON suite."
- Identify, suggest, and implement improvement to the application system environment, including processes, functions, and database structures.
- Oversee and administer essential data services and functions, including: course scheduling and master calendar maintenance, report cards and transcripts, website and form integration, and student enrollment and matriculation.
- Interface with other departments to provide essential data services and report management.

Faculty, Staff, and Student Partnership

- Serve as the school's technology project manager for upgrades and transitional initiatives, both school-wide and within specific departments.
- Oversee and evaluate the deployment and maintenance of all hardware, software, AV systems, and printing solutions.
- Design and deliver essential technology training for faculty, staff, students, and parents.
- Be a visible presence and supportive technology partner to the school community.

Technology Program Management

- Manage the full-time support specialist, and ensure that requests for technology assistance are addressed in a timely and professional manner.
- In partnership with the CFO, manage the third-party technology solutions provider, which is responsible for areas such as the school's network, servers, cybersecurity, and higher-level engineering and data services.
- Manage the technology budget and general operations of the technology program.
- Perform other duties as assigned.

QUALIFICATIONS AND QUALITIES

Professional Qualifications and Experience

- Possession of a bachelor's degree from an accredited college or university, with advanced coursework in information systems or a related field desirable
- Experience coordinating or managing technology projects and initiatives, preferably in an educational institution
- Experience designing and delivering technology workshops and trainings
- Experience administering data systems or enterprise applications
- Prior experience supporting IT operations, including: security, networking, backup, disaster and recovery planning, risk management, or hardware deployment
- Immersion in diversity work and a commitment to fostering culturally competent trainings and work environments

Leadership and Personal Qualities:

- An eagerness to step away from the office and seek out colleagues across campus, in the spirit of cultivating meaningful and supportive relationships
- Curious, strong passion for technology, and a highly skilled problem solver
- Excellent budgeting skills with the ability to plan strategically and cost-effectively, as well as prioritize resources
- Leadership and project management skills to successfully lead large-scale change initiatives
- Exceptional communication skills: written, verbal, presentation, and training
- An understanding of the diverse technology needs of an urban, independent school
- A commitment to the mission and core beliefs of Berkeley Hall School
- Capability to lift up to 25 pounds and access hardware in hard-to-reach spaces

HOW TO APPLY

Ed Tech Recruiting is acting on behalf of Berkeley Hall School to identify exceptional technology leaders to fill this extraordinary opportunity.

DIRECT INQUIRIES TO:

jobs@EdTechRecruiting.com

Applications will be considered through June 19, 2023.

All applications must be submitted online:
www.EdTechRecruiting.com/jobs/BHS

An application requires submitting four PDFs:

- Cover letter introducing yourself to Berkeley Hall School search committee

- CV or resume

- A list of four references (include each person's name, current organization, title, phone number, email, and past connection to you — though we will not contact any references without obtaining your permission first)

- A response to the following prompt:

  In 300 words or less, share your preference and style for leading enterprise-level, technology change initiatives in an organization.

Berkeley Hall School provides equal employment opportunities to all qualified individuals without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Equal opportunity includes, but is not limited to, hiring, training, promotion, demotion, transfer, leaves of absence, and termination.