



DREW

DREW SCHOOL

Technology Systems Manager

SUMMARY

Location | San Francisco, CA

Post Date | May 28, 2021

Interview Period | Applications reviewed upon receipt

Application Deadline | June 24, 2021 at 5:00pm PDT

Final Round | Week of June 28 (on-site)

Decision Announced | July 9, 2021

Start Date | Summer 2021

Reports To | CFO / COO



Ed Tech
RECRUITING



SUMMARY

Drew School, an independent high school in San Francisco, knows and believes in teenagers — their ideas, their dreams, their opinions, and their potential. That's why Drew is a community that challenges the traditional definition of success and celebrates achievement one student at a time. The result is that Drew's students develop into fascinating individuals who are sought after by colleges and who know themselves well when they step out into the world.

Now Drew seeks a talented and passionate technology systems manager (TSM) to help guide and support the world of technology at Drew. The TSM has three main areas of oversight: administering the IT/IS systems of the school; building partnerships with faculty, staff, and students; and managing the overall technology program. This represents an exciting time at Drew and for the technology program as the school defines and launches its next strategic plan in the Fall of 2021. The TSM reports to the CFO/COO and starts later this summer.

MISSION

Drew knows and believes in teenagers. We engage each student in a process of intellectual discovery to develop an individual voice, the confidence to express it, and the empathy to understand its impact.





CORE BELIEFS

At our core, Drew embraces the notion that high school is not just a time or place but an experience that will stay with students for years after they graduate. A student's experience at Drew will be shaped by the core beliefs that inform how we engage our students and our unique approach to teaching and learning.

We believe in teenagers. Drew's belief in teenagers is unequivocal. We need you to engage today because as adults, we have fallen short. One thing you can count on is having the space and support to learn about yourself, what's important to you, and how to apply that learning to make an impact on the world.

We believe "the why" is missing from high school curricula. Have you ever wondered why you need to memorize a math formula or the date of a political conflict? When so much can be found online today, what's the point? Drew agrees with you wholeheartedly. If you can Google it, it probably needn't be memorized. But more importantly, if you don't understand why you need to know it or how you're going to apply it in real life, then we've failed you as educators. At Drew, you'll feel a newfound sense of agency as you will always be asked WHY as you consider how your newfound knowledge will have on you, your life, your community, and the world.



We believe equity and inclusion is imperative. Drew fosters an environment in which equity and respect for others are at its core. The goal of equity and social impact work at Drew is to allow students to learn about themselves as multifaceted individuals; to learn about and how to respect the differences and similarities of others; to be able to broaden awareness about the world and how it interconnects with one's own life; to develop cultural competency, and to build a community of trust, honesty, openness, dialogue, and respect here at Drew.

We believe relationships matter. The larger the school, the less you'll be known by your teachers and peers. Conversely, the smaller the environment, the more likely you'll feel a sense of belonging and develop the confidence to push beyond your comfort zone, both of which empower you to become your best, authentic self. Drew is the perfect size. The depth and quality of the close relationships you develop with your teachers and peers will empower you to becoming your best, authentic self.



We believe society defines success too narrowly. Society has a rather narrow definition of success. There is pressure to conform which means exploring your individuality during high school does not necessarily fit the mold.

In truth, high school is precisely the time for you to discover who you are and who you might become. Within the safety of the Drew community, you will emerge confident and assured as you define success on your own terms.

We believe teenagers need a second home. More than ever, teenagers need a safe haven away from home as they grow more independent. Many of our students look to Drew as that second home; where they feel comfortable coming early and staying late; always feeling a sense of belonging in a warm and welcoming community.

We believe high school should not be a race to college. The high school years can and should be the best years of your life and a time to explore—not a race to college. Why then, do some schools rank their students, and boast about SAT scores and college outcomes rather than who their students are and why they matter? Drew knows you are not a number and will support you as you try new things and dig deeper into the things you know and are passionate about. Ultimately, we encourage you to consider college as a step— not the final destination—on your journey.





LEARNING OUTCOMES

Students will navigate and shape a world dramatically different than the one their teachers entered. With the world changing quickly, education must also adapt so that graduates are well prepared to thrive in a future we cannot anticipate. During the 2017-2018 school year, a committee of Drew faculty and staff spent significant time thinking through the skills and mindsets that will prepare students to carve their own paths through a changing world.

Intellectual Engagement: A Drew graduate actively engages in the pursuit of knowledge in order to fulfill a deep commitment to learning about the world, themselves, and their place within it.

Creative and Critical Thinking: A Drew graduate explores, questions assumptions, applies an investigative lens, and utilizes a rich imagination in order to envision and express innovative approaches to challenges.

Communication: A Drew graduate cultivates effective written, spoken, and visual expression, and understands the power of quiet and listening, in order to engage in open and substantive exchange with those around them.

Global Perspective: A Drew graduate demonstrates curiosity about the diversity of the human experience in order to pursue an egalitarian, multicultural perspective that values interconnectedness, justice, and peace.

Integrity: A Drew graduate displays honesty and compassion for fellow humans in order to approach each encounter with self-knowledge, kindness, and empathy.

Balance: A Drew graduate practices mental, physical, social, and emotional wellness in order to maintain a productive and fulfilling life of learning, growth, and meaning.



EQUITY AND SOCIAL IMPACT AT DREW

Finding your voice is a process that requires meaningful collaboration and empathy within a community. Drew's inclusive community is made up of diverse people and allows every single person to show up and be their authentic selves. Equity and social impact work at Drew fosters an environment in which equity and respect for others are core and where you can show up without concern of prejudice.



EXPERIENTIAL EDUCATION AT DREW

Drew's learning culture is one of exploration. Hands-on learning is vital in the process of amplifying your voice and at Drew, learning happens any time you have a chance to attempt something new. Drew students develop the confidence to explore the world through hands-on learning experiences that involve active problem solving and creative, critical thinking. Experiential learning allows both students and teachers to tap into one's own creativity, as well as a more in-depth quest for knowledge and skill. Experiential opportunities allow you to challenge your ideas about identity, social justice, and your place in the world around you. Direct experience allows the development of skills and values and strengthens structures for you to become a lifelong learner and a productive member of your communities. Through these experiences, you will push your boundaries and experience physical, emotional, and intellectual growth.

DEALL WEEK

The DEALL (Drew Education for Active Lifelong Learning) Week experience furthers Drew's commitment to learning by doing. During DEALL Week, regular academic classes are paused and you'll choose from 25 options for how to spend the week. The options range from on-campus activities to local trips all the way up to international trips. You will be provided with opportunities and space to make connections with various communities around the world—applying knowledge and skill to exciting and challenging situations.



DEALL Week activities include international trips to study a combination of subject areas while connecting with a new culture, as well as domestic travel and local Bay Area adventures. Each activity is an opportunity to stretch your limits and engage in a hands-on learning experience while deepening your commitment to our community partners.

A sampling of DEALL Week activities includes:

- Backpacking and Wilderness with Outward Bound California
- Habitat for Humanity Gulf Coast
- Introduction to Robotic Vehicles
- Service Learning, Cultural Immersion, and Exploration in Guatemala



KEY STATISTICS

Founded: 1908

Campus: Three-story urban campus with an open courtyard in the heart of San Francisco, which includes a 275+ seat theater, dedicated learning commons, and a Makers Lab

Students: Approximately 290 students in grades 9 through 12 coming from 53 different ZIP Codes; over 25 affinity groups and clubs; 26 interscholastic teams

Faculty and Staff: Approximately 32 full- and part-time faculty, with a faculty-to-student ratio of 9:1; over 85% of teachers have advanced degrees

Diversity: 51% White; 23% Latinx/Hispanic American; 16% Asian American; 14% Multiracial; 5% Black/African American; 2.5% Middle Eastern American; 1.4% Pacific Islander American

Accreditation: California Association of Independent Schools (CAIS) and Western Association of Schools and Colleges (WASC)

Relevant Associations and Memberships: National Association of Independent Schools (NAIS); National Business Officers Association (NBOA); California Independent Schools Business Officers Association (Cal-ISBOA); Association of Technology Leaders In Independent Schools (ATLIS)

Financials: Operating budget of \$12million; 44% of the student body receiving financial aid totaling more than \$3 million

Website: www.drewschool.org





TECHNOLOGY SYSTEMS MANAGER

SPECIFIC DUTIES

Systems Management

- Oversee the administration, integrity, and support of enterprise application systems deployed school-wide and within various academic and administrative departments.
- Ensure that the school's network, servers, data storage, phone system, A/V installations, printing systems, and overall IT infrastructure are delivering a reliable service and meeting the needs of faculty, staff, and students.
- Maintain and evaluate essential processes and procedures, including: security, risk management, retention, backup, compliance, and recovery.
- Oversee and evaluate the deployment of all hardware and software in terms of migration, rollout, customer satisfaction, performance, and asset management.

Faculty, Staff, and Student Partnership

- Design and deliver onboarding and training for faculty, staff, students, and parents.
- Be a visible presence and hands-on support partner to ensure that requests for technology assistance are addressed in a timely and professional manner.
- Manage and support Drew's student BYOD program.
- Evaluate emerging technologies in support of current, as well as future, academic and operational needs, and establish external technology partnerships.

Technology Program Management

- Manage the technology budget and general operations of the technology program.
- Serve as the school's project manager for upgrades and transitional initiatives involving hardware, software, infrastructure, systems, and classroom AV.
- Oversee and manage third-party technology consultants to set priorities, ensure reliable network performance, perform routine maintenance, and upgrade systems.
- Manage the IT staff, which currently comprises a half-time dedicated technical support contractor.
- Develop a technology strategic plan and technology governance model that align to the mission and culture of the school and meet the needs of a diverse community.
- Perform other duties as assigned.



DREW IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE...

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 Drew
- 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 Drew to identify talented technology systems professionals to fill this extraordinary opportunity. Please direct any inquiries to:

Gabriel Lucas
Principal, Ed Tech Recruiting
jobs@EdTechRecruiting.com

APPLICATIONS REVIEWED UPON ARRIVAL AND ACCEPTED THROUGH JUNE 24.

All applications must be submitted online, via:

www.EdTechRecruiting.com/jobs/drew

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Drew search committee
- CV or résumé
- 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)
- Response to the following prompt:



On pages 3 and 4 of this document are Drew's core beliefs. What are your core beliefs when it comes to managing a school's technology program, and how would those beliefs translate into the experiences and interactions that faculty, staff, and students would have on a daily basis with the technology program at Drew?

Drew offers a competitive compensation package including health and retirement benefits. Drew School is an equal opportunity employer and candidates with diverse backgrounds are strongly encouraged to apply. Drew does not discriminate on the basis of race, color, religion, gender, gender identity, gender expression, sex, sexual orientation, national origin, ethnicity, age, marital status, citizenship, disability, or any other characteristic protected by law. Drew actively seeks to create a more diverse school community and as such, we encourage people of color, members of the LGBTIQ community, and marginalized communities to apply.