

# MARLBOROUGH



## *Director of Technology*

### LOCATION

Los Angeles, CA

### POST DATE

January 30, 2024

### APPLICATION DEADLINE

February 25, 2024

### SEMIFINAL ROUND

Week of March 25

### ON-SITE FINAL ROUND

Mid-April

### DECISION ANNOUNCED

May 6, 2024

### START DATE

June 1 - July 1 (later by mutual agreement)

### REPORTS TO

Associate Head,  
Finance and  
Administration

### SALARY RANGE

\$185,000 - \$210,000



## Our Vision

Our vision of the future is a world where equity leads education.

## Our Mission

Every day we get closer to our vision by creating the conditions in which learning sparks purpose.

## Our Commitments

Building on the best of Marlborough, our faculty and staff inspire LA's exemplary students to discover who they are, to engage deeply in their studies, to embrace their communities, and to lead lives of purpose. Guided by our legacy as a leader in girls' education, we boldly seek to redefine excellence in education.

# SUMMARY

Founded in 1889, Marlborough School is an independent girls college-preparatory school for grades 7 through 12 located in the beautiful Hancock Park district of Los Angeles, California. Marlborough School is the oldest independent girls' school in the Southern California region. Since its founding, Marlborough has been known as a thought leader in education and an institution of extraordinary excellence.

Central to Marlborough's mission is the belief in and passion for empowering young women to use their immense talents to better the world and become trailblazers in their own right. The core values highlighted in the School's [Strategic Plan](#) represent the characteristics they hope their students develop throughout their time at Marlborough. Bolstered by world-class faculty and staff, Marlborough's students are challenged and inspired to work towards their own personal best. Marlborough students have an almost endless array of courses, extracurriculars, electives, and programs to spark their curiosity, deepen their compassion for one another, and lead lives of purpose.

Over Marlborough's history, the School has grown and changed in many ways. Today's student body, as well as our faculty and staff, is representative of the talent and diversity of greater Los Angeles. Marlborough's academic and athletic programs have expanded, college matriculation is highly competitive and distinguished, and campus facilities have kept pace with the educational innovation needed to help students grow and thrive. The School continues to evolve to meet the current moment; adapting, growing, iterating, and innovating.





## CORE VALUES

Our values are the essence of our community and the code by which we live — the principles upon which we make our decisions. They are the heart and soul of Marlborough School.

### *Stand with Others*

Marlborough is a community where our members steadfastly support each other as we seize opportunity, reach for goals, and take on the complexities of the world.

### *Champion Inclusion*

Our commitment to equity and inclusion ensures that all students, families, teachers, employees, and alumnae know they belong here. We embrace our differences and seek commonalities, broadening our understanding of, and deepening our compassion for one another.

### *Aim High*

Marlborough serves as a model of educational excellence and strives to inspire and support each of us to achieve our “personal best.”

### *Trust in Yourself*

Every day at Marlborough we demonstrate courage as we discover our potential, increase our competence, develop leadership skills, and expand our self-reliance, all the while understanding that our successes and failures alone do not define us.

### *Act with Integrity*

Marlborough’s culture is infused with honor, trust, individual responsibility, and mutual respect. The school’s long-standing Honor Code, created by Marlborough students, serves as a daily reminder of the importance of honesty and integrity in the community.

### *Be Kind*

Marlborough students are deeply engaged in their education and, with encouragement from their teachers and advisors, prioritize kindness to themselves and to others.

### *Cultivate Purpose*

Marlborough cultivates thoughtful individuals and responsible global citizens. We are intentional in the way we impact each other, our work, our communities, and our world. Our ultimate purpose is to create a better tomorrow.





# HISTORY



1889

Marlborough School is founded by Mary Caswell.

1916

Marlborough moves to its current location in Hancock Park.

1962

Marlborough ushers in a new era as a non-profit foundation and launches the School's first \$4 million fundraising campaign, *Marlborough of the Future*, to invest in new buildings, campus expansion, and endowment funds.

2009

The *Leadership in Learning Campaign* is completed, which ushered in a new Academic Resource Center, visual arts classrooms, arts gallery, surface and below grade parking, and additional community spaces.



2014

Marlborough celebrates 125 years.

2015

The Arden Project breaks ground as the final phase of decades-long planning of campus expansion.

2020

Marlborough launches its current strategic plan for 2020-2025, *Redefining Excellence*, to transform and bring meaningful change in our school community and culture, and to empower, inspire, and engage our students in extending that change beyond the walls of Marlborough.

2021

The *Rise & Rally Campaign* is completed, which reimaged Caswell Hall (theater and auditorium) and rebuilt the health and wellness spaces beneath the gym.

2022

Jennifer Ciccarelli appointed as the 7th Head of School.





## *Our Commitment to* **DIVERSITY, EQUITY, & INCLUSION**

As we work towards our aspirational vision for a future where Equity Leads Education, we imbue equity and inclusion as habits of mind into our community ethos, as well as commit to the daily, uncompromising, and ongoing work it will take to bring about meaningful, measurable, and sustainable change.

We invite you to visit our website at [www.marlborough.org/about/diversity-equity-inclusion](http://www.marlborough.org/about/diversity-equity-inclusion) to learn more about the progress that has been made and the important work we are undertaking in every facet of planning, including admissions and enrollment, curricular planning, student support, and employee recruitment, retention and development.





# ACADEMICS

From robotics and coding to entrepreneurship and research, every course and program at Marlborough is meticulously crafted to ignite intellectual inquiry and cultivate essential skills in problem-solving, creativity, collaboration, and communication — skills that will empower our students to innovate, invent, and lead in college and beyond. Students are well supported on their journey. While we encourage their curiosity and inspire them to explore new ideas, we also recognize that challenges are a part of the path to success. In our community, high expectations are met with extraordinary support, ensuring our students thrive and excel.



# KEY STATISTICS

Founding year  
**1889**

**530**  
students in grades  
7 through 12

**7:1**  
Student-to-Faculty  
Ratio

**75%**  
of faculty hold  
advanced degrees

## Accreditation & Affiliations

California Association of Independent Schools (CAIS), Western Association of Schools and Colleges (WASC), International Coalition of Girls' Schools (ICGS), Los Angeles Independent Schools (LAIS)



## Athletics

**12** sports and **33** Teams

**64%** of students play in at least one sport

**40** Community  
Partnership  
Organizations

Nearly  
**1 in 4** students  
receive financial aid

**19**  
AP courses

**12**  
Advanced Topics

[www.marlborough.org](http://www.marlborough.org)

## Technology Overview

### HARDWARE

- Mac, Chromebook, and Windows platforms supported
- Student BYOD program and school-owned devices for employees
- 30 projectors, 15 DS's, 12 Digital boards, & 10-75' screens
- 87 wireless access points
- 32 network switches

### MAJOR SYSTEMS

- Google Suite
- Finalsite (Website)
- Blackbaud (Business & Finance, Development, Student Information System)
- Ravenna (Admissions)
- Veracross (Magnus Health)
- Naviance (College Admissions)
- eSpace (Facilities and Event Planning)
- Ruvna (Emergency Planning and Student Tracking)



# BACKGROUND

Marlborough is seeking an innovative, experienced, creative and highly engaged director of technology to lead institution-wide efforts around technology planning and innovation. The position reports directly to the associate head for finance and administration and will join a dynamic and high-functioning team of six directors and managers committed to the school's mission. The position leads a team of three dedicated technology professionals: the technology support specialist focuses on backend network systems and operational IT, in addition to helping with day-to-day support issues; the information systems administrator and registrar oversees the school's academic systems and data services needs, with a concentration on the Blackbaud environment; and the educational technology specialist plays the dual role of supporting day-to-day help desk tickets as well as faculty integration of technology. Marlborough also works directly with a third party managed service provider, Knowing Technologies.

## Areas of Focus

**TECHNOLOGY STRATEGY:** Develop and implement a strategic technology plan aligned with the school's goals and objectives. Identify technology needs and propose solutions to enhance educational programs and administrative functions.

**NETWORK AND INFRASTRUCTURE MANAGEMENT:** Manage the school's core technology infrastructure. Ensure the network is secure, reliable, and scalable to support the needs of students, faculty, and staff.

**HARDWARE AND SOFTWARE MANAGEMENT:** Oversee the procurement, installation, maintenance, and replacement of hardware and software systems deployed to end-users, individual departments, and the entire school community.

**DATA MANAGEMENT AND SECURITY:** Develop and enforce data management policies and procedures, including data backup and disaster recovery plans. Ensure compliance with data privacy regulations, and protect sensitive student and staff information from unauthorized access or breaches.

**TECHNICAL SUPPORT AND TROUBLESHOOTING:** Oversee help desk services to students, faculty, and staff for hardware, software, and network-related issues. Ensure that needs and requests are addressed promptly and professionally.

**USER TRAINING AND PROFESSIONAL DEVELOPMENT:** Collaborate with the director of human resources, dean of faculty, and the IT support team to develop and deliver technology training programs for faculty and staff. Stay updated with emerging educational technologies and provide recommendations for their adoption.

**IT BUDGET MANAGEMENT:** In coordination with the associate head for finance and administration, develop and manage the IT budget, ensuring cost-effective utilization of resources. Coordinate with vendors and service providers to negotiate contracts and ensure the delivery of high-quality services within budgetary constraints.

**COLLABORATION AND COMMUNICATION:** Collaborate with school administrators, teachers, and other stakeholders to understand their technology requirements and provide appropriate solutions. Communicate effectively about technology initiatives, upgrades, and outages to the school community.

**POLICY DEVELOPMENT:** Develop and implement IT policies, procedures, and guidelines. Educate the school community about these policies and evaluate them regularly.

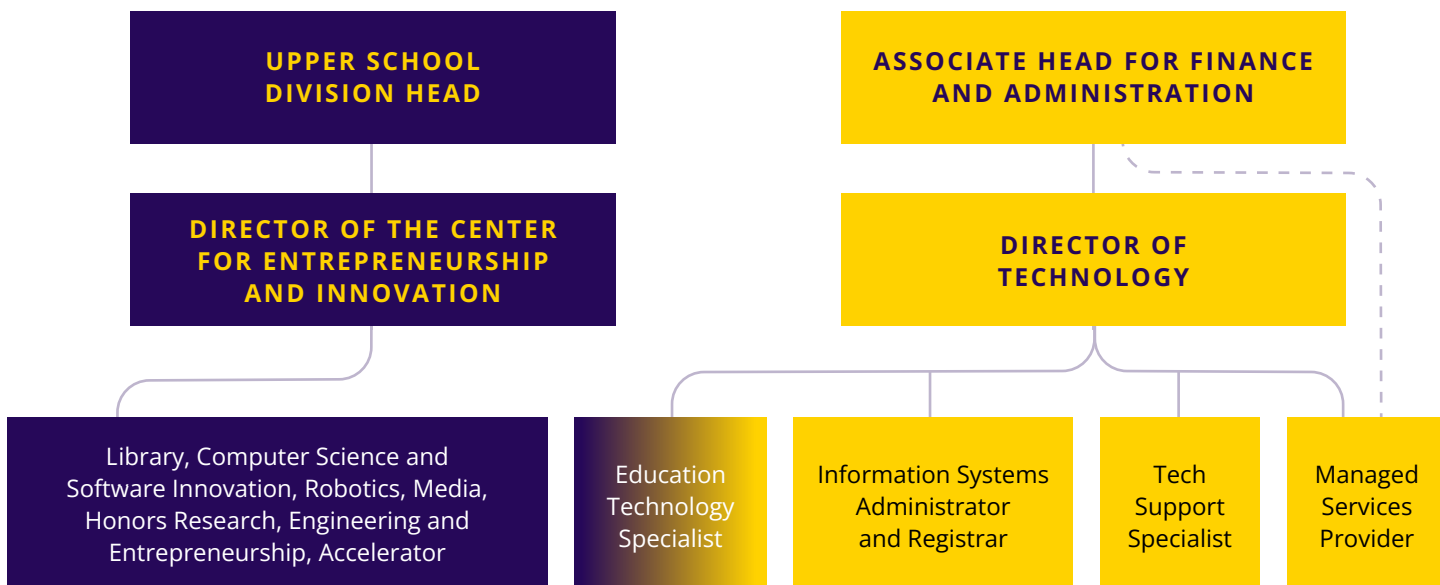
**STAY INFORMED AND INNOVATE:** Stay updated with the latest trends and advancements in technology. Research and evaluate new hardware, software, and systems that could enhance the learning experience and improve the school's operational efficiency.

**GENERAL ADMINISTRATION:** Supervise a team of three staff FTE in addressing the IT needs of the school and offer leadership support for their professional growth and development. Coordinate with facilities in terms of A/V support and services for events, and oversee the work of the managed services provider.





# 2024-2025 Technology Governance



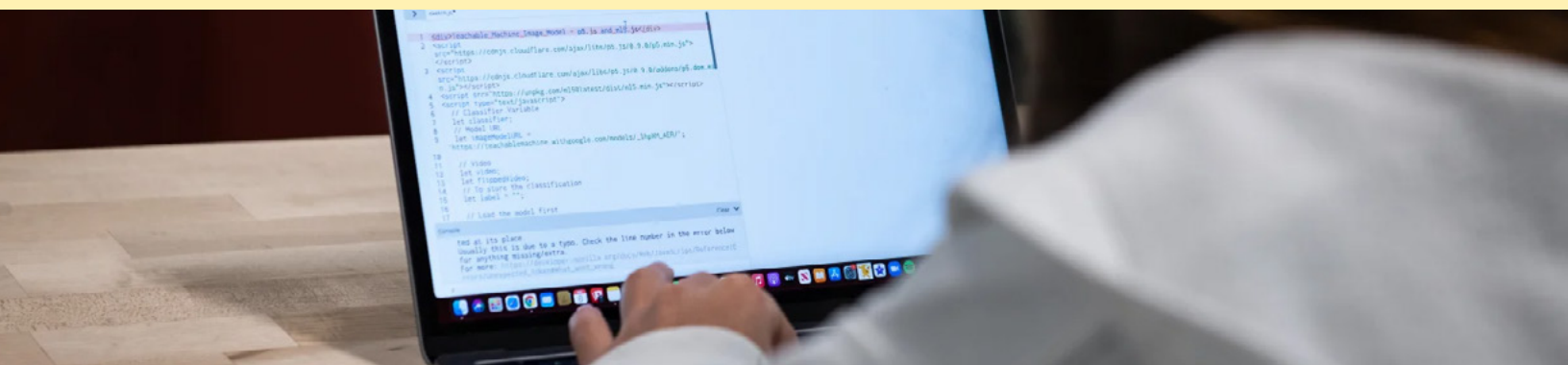
The technology department will continue to focus primarily on operational issues in support of the academic program and the School’s plan of Redefining Excellence. The right leader will come to Marlborough with outstanding technical skills and strong IT/IS expertise, as well as excellent project management and leadership skills. The ideal candidate will also be willing and able to get hands-on with various technology systems and provide IT help-desk support when needed.

The director would be able to contribute to the school’s overall instructional technology strategy and partner with the educational technology specialist, program heads, and other academic and administrative stakeholders in helping guide ed tech programming and implementation. The director’s responsibilities may expand over time based

on Marlborough’s needs and the director’s skills. This is an exciting new opportunity for growth and advancement at an institution that is constantly pursuing excellence. The next director of technology will have a chance to continue to shape the direction of technology planning and development and be an integral leader in furthering the school’s mission.

Marlborough is a school that never rests on its laurels. It is an exciting environment where school leaders, teachers, and students are encouraged to fail forward and push themselves to be their absolute best. Marlborough is also an environment that actively advocates employee development and provides opportunities for professional growth.

The position starts in late spring / early summer, with a hiring decision expected around late April or early May.





## SPECIFIC DUTIES

### Information Technology and Systems

- Under the supervision of the associate head of school for finance and administration, oversee all operations of the technology department, including the hiring, supervision, evaluation, and growth of all technology staff.
- Assess the effectiveness of, and lead efforts to improve, the school's implementation of technology tools for instructional and operational purposes.
- Inspire the technology team and the faculty community to model and explore best practices in innovation, technology integration, and instructional design.
- Manage the deployment of IT infrastructure, hardware, and systems from various perspectives, including: cost-effectiveness; customer satisfaction; compliance; asset management; migration and transition; and performance.
- Design, manage, and evaluate technology-related faculty and staff trainings, and ensure that all members of the community receive sufficient support.
- Establish and evaluate technology policies, procedures, and processes in areas such as: end-user support, data management, network access, and content filtering.
- Ensure IT security, purchasing, risk management, disaster recovery and planning processes are in place and receive regular review for currency and adequacy.
- Manage vendor relationships and third-party installation projects.

### Leadership and Administration

- Working closely with the associate head of school for finance and administration and other leaders, develop a mission-aligned technology strategy that inspires and serves faculty and staff.
- Develop and maintain departmental budgets, policies, and procedures.
- Establish partnerships and relationships with external organizations, and maintain an active presence in the local and national technology communities.
- Develop and maintain strategic and operational plans that are aligned with departmental needs, school mission and values, and organizational culture.
- Anticipate the needs of diverse constituents, monitoring trends and innovations in the industry and making actionable recommendations to senior leadership.
- Perform other duties as assigned.



# Qualifications & QUALITIES

## 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
- Proficiency with sound and projection systems, and experience providing A/V support for events
- 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 vision of Marlborough 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 Marlborough School to identify exceptional IT leaders to fill this extraordinary opportunity. Direct inquiries to:

[\*\*jobs@EdTechRecruiting.com\*\*](mailto:jobs@EdTechRecruiting.com)



*Applications submitted by February 25, 2024 will receive priority review.*

All applications must be submitted online:

[\*\*www.EdTechRecruiting.com/jobs/marlborough/technology\*\*](http://www.EdTechRecruiting.com/jobs/marlborough/technology)

An application requires submitting four PDFs:

- Cover letter introducing yourself to the Marlborough 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:

*What is your style of technology leadership? Provide an example of how your approach to leadership was informed or shaped by the institution for which you worked.*

Marlborough School is an equal opportunity employer (M/F/D/V). We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status, genetic information, or any other basis protected by applicable federal, state or local law.

Marlborough School is a diverse, inclusive community that strives to maintain diversity in all areas of employment.

