



# Information Technology Director

## DIVISION

Education Technology

## REPORTING TO

Deputy Head of School/CFO

## POSITION DESCRIPTION

Full Time (3-Year Initial Contract)

## POSITION OVERVIEW

The Director of Technology provides strategic and operational leadership for all areas of technology across the school. This role ensures technology effectively supports and enhances teaching, learning, and operations in line with ISB's Strategic Plan.

The Director works collaboratively with administrators, teachers, staff, students, and parents to create a reliable, secure, and future-focused digital environment. The position oversees all aspects of the Technology Department, including infrastructure, systems, support services, development, and educational technology integration.

## SCHOOL OVERVIEW

ISB was founded in 1951 as the first international school in the Kingdom of Thailand. Since our inception we have provided access to an American curriculum education for those wishing to matriculate to the finest global universities. We are proudly international and serve a community representing over 60 nationalities.

At ISB, we believe that all students are able to learn at the highest levels when nurtured in a community of high expectations and incredible support. We're seeking educators who are excited by the challenge of honoring each child's unique ability and inspires our students to be curious, engaged, and committed to their learning journey.

We are inspired by a future of endless possibilities and are eager to embrace the opportunity to shape what's next. We are a school seeking continuous improvement and share a collective commitment to continuously pursue meaningful growth in our diverse and dynamic community. If you dare to dream, have the courage to begin, and the determination to transform learning for our students we invite you to learn more about our shared vision and the exciting opportunities ahead.

## Safe Recruitment Statement

At ISB, student safety and well-being are our top priorities. We are committed to safeguarding children and young people, and expect all staff and volunteers to share this commitment.

As part of our recruitment process, applicants undergo thorough checks, including identity and qualification verification, professional references, and comprehensive background screenings (criminal, civil, and social media). Additional checks may be conducted as needed to ensure the highest standards of due diligence.

## Culture of Connection

At ISB our strength is our community. We value the very nature of being an international school that engages with a spectrum of cultures and identities. As a community, we are committed to fostering connection that is centered around respect and the celebration of differences. ISB stands firmly against all forms of discrimination and fosters an inclusive culture that prepares our thinkers to thrive within a cosmopolitan and ever evolving future.

## POSITION RESPONSIBILITIES

### Strategic & Administrative Leadership

- Lead the Technology Department in developing and implementing a comprehensive, long-term technology strategy that supports the school's educational, operational, and strategic objectives.
- Collaborate closely with school leadership to assess technology needs, establish priorities, and implement initiatives that enhance both teaching and operational efficiency.
- Prepare, manage, and oversee the annual capital and operating budgets for the Technology Department, ensuring strategic and effective use of resources.
- Provide leadership and oversight for major technology projects, including infrastructure development, AI-integration, 1:1 device programs, system upgrades, and software deployment.
- Research, evaluate, and recommend innovative technologies, systems, and practices that strengthen the school's infrastructure, advance its educational goals, and align with current best practices in the field.

### Team Leadership & Development

- Oversee, guide, support, mentor, and evaluate all members of the Technology Department, fostering a collaborative and purpose-driven team culture.
- Coordinate work assignments and establish priorities for the technology support team to ensure effective and timely service across the school.
- Encourage innovation and shared professional growth within the department through regular collaboration and reflection.
- Develop and implement professional development opportunities in technology for both the IT Department and the wider school community, promoting effective and informed use of digital tools and systems.

### Infrastructure, Systems, and Compliance

- Oversee the design, implementation, and maintenance of all IT infrastructure, including wired and wireless networks, servers, and data storage systems, ensuring reliability, security, and scalability.
- Utilize project management and change management frameworks to ensure smooth adoption of new technologies and minimize disruption across the school community.
- Establish, educate and enforce data security, privacy, and acceptable use policies to safeguard the school's digital assets and ensure compliance with relevant regulations, including Thailand's Personal Data Protection Act (PDPA).
- Develop, implement, and periodically review Business Continuity Plans and Disaster Recovery solutions to maintain operational readiness.
- Manage relationships with external vendors and service providers, negotiating contracts and ensuring adherence to service-level agreements.
- Demonstrate technical competence in managing a mixed environment that includes Mac OS, iOS, Windows, and Mobile Device Management (MDM) systems.

### Educational Technology and Data Management

- Collaborate with Educational Technology Coordinators and academic leaders to integrate technology effectively into teaching and learning.
- Support staff and students in using digital tools to foster creativity, collaboration, and innovation.
- Oversee academic and operational data systems such as PowerSchool, ensuring data integrity and effective use to support decision-making, teaching, and learning.
- Supervise the Tech Help Desk function to ensure timely, responsive, and high-quality technical support for all members of the school community.

# POSITION REQUIREMENTS & QUALIFICATIONS

## Qualifications

- Significant experience in technology leadership within an international or independent school (Pre-K–12 preferred).
- Bachelor's degree in Information Technology, Education, or a related field; Master's degree preferred.
- Proven success in technology planning, project management, and staff leadership.
- Strong technical knowledge of IT infrastructure, security, cloud services (e.g., Google Workspace for Education), and educational software, with an understanding of relevant standards and best practices in IT governance, data protection, and regulatory compliance.
- Excellent communication, interpersonal, and collaboration skills in English.
- Experience in teaching, technology integration, or digital learning leadership is highly valued.

## TERMS OF EMPLOYMENT

- Three years initial contract including competitive salary and benefits package
- Work schedule Monday to Friday, with flexibility to work on weekends or public holidays as needed to meet operational requirements.
- All candidates must pass stringent background checks, particularly in areas of child safeguarding.
- Compensation and benefits are competitive and aligned with experience and qualifications.