

Job Posting
Director of Technology
Westlake Christian School
Palm Harbor, Florida

Westlake Christian School, a National Blue Ribbon School and the premier private school in the northern Pinellas County, western Hillsborough, and southern Pasco County region, is seeking a highly motivated, engaged, and passionate Director of Technology for the 2025-2026 school year.

The successful candidate will be knowledgeable about and have experience in a school's planning, implementation, and management of technology. The Director of Technology is an administrator position that works collaboratively with the Head of School and the school's leadership team.

The ideal candidates must have the ability to articulate a Biblical worldview and consider themselves to be 21st Century educators who embrace current best practices. Candidates should possess a desire to grow within a professional learning community and be enthusiastic about teaching and learning. Candidates should exhibit a passion for education, working with children and teams, and uphold the highest standards of excellence professionally and personally. Candidates should be willing to collaborate with faculty, staff, and administrators as well as families and operate as reflective practitioners.

Additional Selection Criteria for Director of Technology

- Articulates knowledge of current best practices for utilizing technology in a school setting
- Proficient in the use and integration of technology in the classroom, including Newline Interactive Board (or similar) technology
- Familiar with SIS systems; recent experience with FACTS SIS preferred
- Familiar with LMS systems
- Proficient with Microsoft Word, Excel, and PowerPoint (related certification preferred); additional familiarity with Google apps preferred
- Experience in licensing software and working with vendors/contractors preferred
- Experience with Windows Server and Fortinet/firewalls
- Experience in handling cybersecurity threats
- Familiar with all relevant security protocols
- Exhibits the ability to manage and prioritize tasks and projects
- Experience in leading teams
- Demonstrates strong leadership and team management skills, with the ability to lead, motivate, mentor, develop, and train others
- Exhibits excellent analytical and problem-solving skills
- Demonstrates ability to identify challenges, evaluate solutions, and make strategic decisions under pressure
- Demonstrates strong written and verbal communication skills, including presentation skills
- Articulates understanding of the unique developmental needs of elementary and middle school students
- Proficient in integrating the Biblical worldview into instruction
- Demonstrates strong collaborative skills and eagerness to work with colleagues
- Shows skill and sensitivity in working with all members of the school community

- Demonstrates a high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Willing to contribute regularly to school community activities
- Master's degree and certification-based work preferred
- Five or more years of related experience

Director of Technology Responsibilities

A major function of the Director of Technology is to develop, implement, and support the technology plans for Westlake Christian School. This position serves as a liaison between the Technology Team, the teachers, and other members of the school community, and serves on the school leadership team.

- Lead and manage the Technology Team
- Develop, implement, and manage technology plans, policies, procedures, projects, and budgets
- Interpret approved technology plans, policies, and procedures for internal and external audiences
- Administer technology infrastructure (hardware, software, and networking components) to ensure efficient, uninterrupted operations
- Collaborate with a wide variety of internal and external people and groups to achieve objectives
- Promote, facilitate, and monitor the integration of technology into curricula and classrooms to support student learning and achieve school objectives
- Provide technical support and training that equips technology users to become increasingly independent
- Serve as an expert on technology issues common to parents (e.g., popular social media apps)
- Teach student courses as assigned
- Perform other duties as assigned

Westlake Christian School is accredited by the Florida Council of Independent Schools (FCIS), the Southern Association of Colleges and Schools/Cognia, and is a member of the Association of Christian Schools International.

Employment Package:

This position is a full-time, 12-month, salaried, exempt position and compensation is competitive for the greater Tampa Bay area. Westlake offers a wide-range of benefits, including paid time off, medical insurance, life insurance, a retirement plan, on-going professional support and continuing education opportunities, tuition remission for enrolled children of school employees, and a unique, collaborative working environment.

For consideration, candidates should apply online at [Westlake Christian School Employment - Administrator Application](#) and upload a cover letter and resume as part of the application.