JOB DESCRIPTION

Title	Director of IT
Reports to	School Director
Department	IT
Works closely with	IT Team, DPO, Senior Leadership Team (SLT), Educational Leadership Team (ELT), Principals, Director of Finance, Director of Admissions, Director of People & Culture, Communications Team, Faculty, Students, External Vendors and Partners
People management	IT Manager (who manages the IT Support Technician and Student Supporters), Database Manager, Systems Administrator
Member of	SLT, AI Task Force, Crisis Management Team
Position purpose	The Director of IT provides strategic and hands-on leadership to ensure that technology systems at CIS enable exceptional teaching, learning, operations, and innovation. This role leads the school's digital strategy, aligning it with the CIS mission, IB values, and future-ready learning goals. The Director of IT plays a pivotal role in integrating educational technology, overseeing IT infrastructure, promoting cybersecurity, and guiding the IT team in a collaborative, forward-thinking environment. As a member of the Senior Leadership Team, the Director of IT supports whole-school improvement, innovation, and digital transformation across all divisions.

AREAS OF RESPONSIBILITY

Strategic Leadership & Digital Innovation
- Lead the design and implementation of the school's digital strategy in alignment with CIS's mission and strategic plan.
- Collaborate with the Educational/Pedagogical Leadership Team to enhance teaching and learning through digital tools and AI-enabled learning platforms.
- Champion responsible and ethical use of educational technology, including AI, aligned with the IB learner profile.
- Support strategic initiatives related to digital transformation, data-informed decision-making, and innovation across the school.

IT Infrastructure & Systems Oversight
- Ensure the stability, scalability, and security of all core IT systems including network, server, device, and cloud-based infrastructure.
- Oversee IT policy development and ensure compliance with Danish regulations, GDPR, and CIS data protection policies.
- Lead disaster recovery planning, systems redundancy, and business continuity strategies.

- Supervise procurement, licensing, and contracts to ensure sustainable, value-driven technology investments.

Educational Technology Integration
- Collaborate with school leaders and teachers to identify, evaluate, and implement educational technologies that support inquiry-based and student-centred learning.
- Guide the adoption and integration of tools such as Google Workspace for Education, Apple learning environments, adaptive learning technologies, and data dashboards.
- Support professional learning for all staff in the effective and ethical use of digital tools.
- Contribute to the development of future-ready learners by supporting innovation in pedagogy, assessment, and learning design.

Cybersecurity & Data Protection
- Lead school-wide cybersecurity strategy, monitoring systems, and incident response planning.
- Ensure alignment with Danish law and GDPR compliance.
- Collaborate with the DPO, Systems Administrator, and vendors to assess risks, address vulnerabilities, and safeguard sensitive data.

Leadership & Team Management
- Lead and mentor the IT department, ensuring a high-performing, service-oriented, and innovative culture.
- Facilitate professional development, succession planning, and cross-functional collaboration across the team.
- Ensure role clarity and collaboration between IT, EdTech, and Primary, Secondary, and Student Support.

QUALIFICATIONS
- **Education**: Bachelor's degree in Information Technology, Computer Science, or related field required; Master's degree preferred.

- **Experience**: At least five years of leadership experience in IT, preferably in an international educational setting. Demonstrated ability to lead both strategy and operations in a hands-on capacity.

- **Skills & Competencies:**
  - Strategic thinker with strong project management skills.
  - Deep expertise in IT infrastructure, cybersecurity, and cloud-based platforms (e.g., Google Cloud, Azure).
  - Demonstrated experience in integrating technology into educational environments.
  - Fluency in English; Danish language skills an advantage.
  - Strong interpersonal, coaching, and team development skills.
  - Experience with GDPR, data protection, and audit readiness.
  - Familiarity with Veracross, Google Workspace for Education, Apple ecosystems, ClassLink, MDM tools (Mosyle), and educational analytics tools.