



Woodstock School

Director of Technology

**An Opportunity to Shape the Future of Technology at
Woodstock School**

Preferred Start Date: February 1, 2027 (Flexible for the Right Candidate)

An Extraordinary Opportunity

Woodstock School seeks an exceptional technology leader to serve as Director of Technology and help shape the future of learning, operations, and innovation at one of Asia's most distinctive international boarding schools. The role provides a unique opportunity to lead a complex and evolving technology ecosystem that supports every aspect of school life, from classrooms and residences to business operations and strategic decision-making.

Founded in 1854, Woodstock is an inclusive Christian international boarding school located in the Himalayan foothills of Mussoorie, India. Guided by Our Calling, Woodstock seeks to cultivate character, compassion, wisdom, courage, and service through a transformative educational experience for students from around the world.

The Director of Technology provides strategic and operational leadership for technology across the entire institution, ensuring secure, reliable, scalable, and future-focused systems that advance both educational excellence and organizational effectiveness. This leader will help guide Woodstock through an exciting period of innovation, modernization, and digital transformation while ensuring exceptional service and support for students, staff, and families.

This is an extraordinary opportunity for a visionary technology leader who is passionate about innovation, service, cybersecurity, and organizational improvement and who is excited by the opportunity to help shape the future of an internationally respected boarding school.



About Woodstock School

Founded in 1854, Woodstock School is a coeducational international boarding school located in Mussoorie, India, serving students from more than thirty nations.

Woodstock's spectacular mountainside campus provides an extraordinary environment for learning and personal growth. Students benefit from:

- A rigorous international academic program
- A vibrant boarding and residential life experience
- Rich arts and athletics opportunities
- Meaningful service and leadership experiences
- Deep engagement with the Himalayan environment and local community
- A caring and inclusive international community

Woodstock's educational philosophy emphasizes:

- Character formation
- Student wellbeing
- Leadership development
- Service to others
- Global citizenship
- Belonging and inclusion
- Environmental stewardship
- Whole-person education



The Role

Reporting to the Chief Operating Officer (COO), the Director of Technology serves as the strategic leader for all aspects of technology across Woodstock School and is responsible for ensuring that technology systems, infrastructure, services, and digital resources support the school's mission and long-term strategic priorities.

The Director of Technology leads technology strategy, cybersecurity, infrastructure, enterprise systems, digital transformation, governance, project management, and team development while ensuring reliable and responsive technology services across the institution.

Key areas of responsibility include:

- Developing and implementing a comprehensive technology strategy aligned with school priorities.
- Leading technology modernization and digital transformation initiatives across the institution.
- Overseeing infrastructure, networks, cloud systems, communication platforms, and classroom technologies.
- Ensuring the security, reliability, performance, and resilience of all technology systems and services.

- Leading cybersecurity strategy, risk management, compliance, and data protection practices.
- Managing enterprise applications that support admissions, academics, learning, finance, human resources, and collaboration.
- Providing oversight for major technology projects, budgets, vendors, contracts, and service agreements.
- Building and developing a high-performing technology team focused on service, innovation, accountability, and continuous improvement.
- Establishing effective governance, policies, procedures, and operational standards for technology across the school

The successful candidate will be a strategic and collaborative leader capable of balancing long-term vision with operational excellence while helping the school leverage technology to enhance learning, strengthen operations, and support an exceptional student experience.

Living in Mussoorie

Often called the "Queen of the Hills," Mussoorie offers a remarkable setting in which to live, work, and lead.

Members of the Woodstock community enjoy:

- A vibrant international community.
- A beautiful Himalayan setting.
- Outdoor recreation and adventure.
- Rich cultural experiences.
- A strong sense of purpose and service.
- Meaningful professional growth opportunities.

For many, Woodstock is far more than a workplace. It is a community and a way of life.



Official Position Description

Purpose

Reporting to the Chief Operating Officer (COO), the Director of IT will provide strategic and operational leadership for the organization's technology ecosystem, ensuring secure, reliable, scalable, and business-aligned IT services. The role will lead IT strategy, infrastructure, cybersecurity, enterprise applications, digital transformation, projects, governance, and team development across education environments.

Duties & Responsibilities

IT Strategy & Leadership

- Develop and execute the IT strategy in alignment with organizational objectives.
- Define technology roadmaps, architecture standards, and investment priorities.
- Advise senior management on emerging technologies and digital opportunities.
- Lead technology modernization and digital transformation initiatives.
- Establish IT policies, processes, standards, and governance frameworks.

IT Infrastructure & Operations

- Oversee servers, networks, cloud infrastructure, endpoints, communication systems, and IT operations.

- Ensure high availability, performance, scalability, and reliability of IT services.
- Establish robust backup, disaster recovery, and business continuity mechanisms.
- Monitor IT service levels and continuously improve operational efficiency.
- Ensure effective deployment and maintenance of computer labs, smart classrooms, interactive panels, projectors, displays, wireless and other classroom technologies.

Cybersecurity & Risk Management

- Develop and implement the organization's cybersecurity strategy.
- Establish and enforce Child Online Protection (COP) measures.
- Protect systems, applications, networks, and organizational data against cyber threats.
- Implement access controls, endpoint security, vulnerability management, and security monitoring.
- Ensure compliance with applicable data protection, regulatory, and industry requirements.
- Lead cybersecurity incident response and risk mitigation.

Applications & Digital Systems

- Oversee CRM, HRMS, finance, collaboration, admission, academic, learning, and other enterprise applications.
- Ensure secure access, availability, performance, and reliability of admission and academic systems.
- Ensure applications support business processes and deliver measurable value.
- Manage application upgrades, integrations, customization, and support.
- Evaluate and implement new technology solutions where appropriate.

IT Projects & Digital Transformation

- Lead major IT implementation, transformation, and modernization projects.
- Establish project priorities, budgets, timelines, governance, and success criteria.
- Ensure projects are delivered on time, within budget, and according to agreed requirements.
- Drive change management, communication, and user adoption.

Budget & Vendor Management

- Prepare and manage the annual IT budget and technology investment plan.
- Optimize technology costs while maintaining service quality, performance, and security.

- Manage technology vendors, service providers, contracts, SLAs, and renewals.
- Evaluate vendors and negotiate commercial and technical terms.

Team Leadership

- Lead, mentor, and develop a high-performing IT team.
- Define organizational structure, roles, KPIs, and performance expectations.
- Build internal capabilities and succession plans.
- Promote service excellence, innovation, security, accountability, and continuous improvement.

IT Governance & Compliance

- Establish IT governance and internal control mechanisms.
- Maintain IT policies, procedures, technical documentation, and asset records.
- Ensure appropriate controls over IT assets, systems, licenses, and user access.
- Support internal and external IT audits and compliance requirements.

Technical & Professional Skills

- IT infrastructure, networking, cloud, and enterprise architecture.
- Cybersecurity and information risk management.
- Admission, learning platforms, CRM, ERP, and enterprise applications.
- IT service management and ITIL practices.
- Cloud platforms and modern technology stacks.
- Disaster recovery and business continuity.
- IT governance, compliance, and risk management.
- Project and program management.
- Vendor, contract, and SLA management.
- IT budgeting and financial management.
- Digital transformation and technology modernization.

Leadership Competencies

- Strategic thinking and strong business orientation.
- Leadership and team-building capability.
- Excellent communication and stakeholder management.
- Strong problem-solving and decision-making skills.
- Change management and transformation leadership.
- Commercial and financial awareness.
- Ability to manage multiple priorities and complex environments.

- Strong negotiation and vendor-management skills.

Qualifications

Minimum Requirements

- 10+ years of progressive IT experience, including significant leadership responsibility in education and enterprise environments.
- Bachelor's degree in Computer Science, Information Technology, Engineering, or a related field.
- Proven experience managing IT teams and technology environments across schools/educational institutions and enterprise organizations.

Preferred Qualifications/Certifications

- Relevant technology certifications.
- ITIL.
- PMP / PRINCE2.
- Relevant ERP, cloud, cybersecurity, or enterprise technology certifications.

Why Woodstock?

Few schools offer the combination of educational purpose, technological challenge, community, and setting found at Woodstock School.

At Woodstock, you will:

- Lead technology strategy and innovation for one of Asia's leading international boarding schools.
- Influence technology systems that support teaching, learning, student life, operations, and strategic growth.
- Help shape the future of digital learning, educational technology, and institutional effectiveness.
- Collaborate with talented educators, leaders, and professionals from around the world.
- Lead meaningful digital transformation initiatives in a highly relational and mission-driven community.
- Serve a diverse international student body representing more than 30 nationalities.
- Live and work in the spectacular Himalayan foothills of northern India.

- Join a school with more than 170 years of history, impact, and educational excellence.

Most importantly, you will have the opportunity to ensure that technology serves as a powerful enabler of learning, connection, innovation, and organizational effectiveness while helping Woodstock prepare students for an increasingly digital and interconnected world.

How to Apply

Woodstock School welcomes inquiries, nominations, and applications from outstanding candidates who feel called to this unique opportunity and are aligned with Woodstock's mission.

Candidates are invited to submit:

- A letter of interest describing their interest in the role and alignment with Woodstock's mission.
- A current curriculum vitae or résumé.
- A statement of leadership philosophy.
- Contact information for three professional references

Applications should be submitted here: **[Woodstock School Careers | Current Vacancies.](#)**

For inquiries about the position or application process, please contact us at: **DirectorHR@woodstock.ac.in**

Appointment Details

- Position: Director of Technology
- Employment Status: Full-Time
- Reporting Relationship: Reporting to the COO.
- Location: Woodstock School, Mussoorie, India
- Preferred Start Date: February 1, 2027 (flexible for the right candidate)
- Contract Term: February 2027 to June 2029
- Application Deadline: 30 October 2026

Applications will be reviewed on a rolling basis and early applications are encouraged.

The search may close once a suitable candidate is identified.

Come Join Us

At Woodstock School, we believe technology should enable people to learn, connect, collaborate, innovate, and work effectively. We seek a technology leader who will combine strategic vision with operational excellence and a strong commitment to service.

We are looking for a leader who will bring thoughtful judgement, collaborative leadership, technical expertise, and a commitment to continuous improvement to the development of technology across the school.

This is an opportunity to shape the technology ecosystem of a distinctive international boarding school and to ensure that technology serves as a secure, reliable, and innovative foundation for learning, connection, and organisational effectiveness.