

Charlotte Country Day School



Chief Information Officer

LOCATION

Charlotte, NC

INITIAL REVIEW PERIOD

Week of Feb 9

DECISION ANNOUNCED

March 16, 2026

POST DATE

December 15, 2025

VIRTUAL SEMIFINAL ROUND

Week of February 16

START DATE

July 1, 2026 (or earlier by mutual agreement)

PRIORITY DEADLINE

January 25, 2026

ON-SITE FINAL ROUND

Early March

REPORTS TO

Assistant Head of School



CHARLOTTE
COUNTRY DAY
SCHOOL



12M & Ed Tech
RECRUITING

Summary

Since 1941, Charlotte Country Day School (“Country Day”) has built upon a long legacy of firsts among the Charlotte region’s independent schools, introducing groundbreaking programs and progressive ideas. Country Day was the first school in Charlotte to offer an international studies program, and is still the only independent school in the region to have a separate campus for middle school students. Now serving over 1,700 students in JK-12, Country Day offers students and their families an unsurpassed opportunity to prepare for the future, grounded in tradition and shaped by generations of visionary leaders. Country Day holds a profound commitment to lifelong learning, hands-on learning, individualized attention, and a caring, inclusive community.

The arrival of a new head of school this year and forthcoming strategic roadmap has created an ideal moment for Country Day to step back, reflect, and reimagine the role technology can play in service of the school’s mission and student learning outcomes. The CIO will be a new position for the school, which has previously had separate departments for IT and educational technology leadership. This role will unify both IT and ed tech under a single division that strategically builds and defines Country Day’s technology ecosystem to elevate teaching, learning, and operations across the school. The CIO will directly supervise 5 direct reports including divisional ed tech coordinators and an IT systems manager, who in turn supervises the IT operations team of 9 other employees. The ideal candidate will offer a balance of hands-on and visionary leadership—someone capable of thinking both strategically and systematically, lending a curator’s mindset to refine and select the technologies and systems to best support student learning and operations at Country Day. The CIO will report to the assistant head of school and will serve as a key member of the leadership team. Country Day looks forward to welcoming the CIO to begin July 1, 2026, or earlier by mutual agreement.



MISSION

Through excellence in education, Charlotte Country Day School develops the potential of each student by fostering intellectual curiosity, principled character, ethical leadership, and a responsibility to serve.



Key Values & Commitments



Affirmation of Community

Charlotte Country Day School is committed to living as an authentic, inclusive community. Our pursuit of this commitment to community recognizes and affirms the richness brought by difference and discovered through commonality.

Educational Excellence

We develop a love for learning by discovering and celebrating each student's abilities and talents through engagement with exceptional teachers in distinctive academic, artistic, athletic, and extracurricular experiences.

Character

We instill and expect integrity, honesty, moral courage, personal accountability, and compassion for others.

Community

We respect each individual, embrace diversity, and value the relationships uniting us as a school and connecting us with our local and global communities.

Service

We empower our students to address social, environmental, and global issues and to realize the obligation and value in giving of themselves for the public good.



History



1941 FIRST INDEPENDENT SCHOOL IN THE REGION

On September 22, 1941, Country Day opens as the first independent school in the area with 18 students in a home on Morehead St.

1951 FINANCIAL AID COMMITMENT

In 1951, Country Day announces plans to offer financial aid to at least 20 percent of its students, a standard we continue today.

1966 FIRST SCHOOL IN THE WOODS

Kicking off in 1966, School in the Woods quickly became a Middle School favorite. Nearly 60 years later, this tradition still blends hands-on learning, daring adventures, and class camaraderie. In 2024, the program shifts to our Farm.

1976 FIRST AFRICAN AMERICAN GRADUATE

Eric Law becomes Country Day's first African American graduate and earns a National Merit Scholarship. He returns to Country Day and serves on the Board of Trustees and Alumni Council.

1980 MERGER WITH CARMEL ACADEMY

We merged with Carmel Academy, enhancing the Middle School with skilled teachers at the Green Rea campus. After the merger, the "Johnny Rebel" mascot retires and we become the Buccaneers, proudly wearing green and gold.

1984 SPECIAL OLYMPICS SPRING GAMES

Since 1984, the Upper School hosts the Special Olympics Spring Games every April, promoting inclusion and supporting athletes.



1992 FIRST IB SCHOOL IN NC

In 1992, we became the first NC school to offer the rigorous International Baccalaureate Diploma.

1998 FIRST OFFICE OF DIVERSITY PLANNING

Established in 1998, Country Day's Office of Diversity Planning advances diversity, equity, inclusion, and belonging initiatives.

2007 AFFIRMATION OF COMMUNITY

In 2007, we are the first school to adopt an Affirmation of Community declaring our commitment to inclusivity.

2022 OUR FARM SERVES AS AN OUTDOOR LEARNING LAB

Hands-on learning in agriculture, biology, ecology, and environmental science for all our students.



Key Statistics

FOUNDING YEAR

1941

117 combined acres on Cannon & Bissell Campus, plus **330 acres on our Farm**, with transportation available between campuses.

ENROLLMENT

1,746

Junior Kindergarten – grade 12 students

667

Lower School
students

529

Middle School
students

550

Upper School
students

FACULTY & STAFF

355

full-time faculty & staff
members

100%

faculty engage in professional
development each year

30,000

square foot Klein Aquatic Center includes an eight-lane 25-yard competition pool, five-lane 25-yard warm up/activity pool.

3

Dynamic & Innovative Learning Centers + Design Labs in all divisions

97% Reenrollment (five-year average)

17% International Students (289 students representing 66 countries)

22% Students of Color

19% Students receiving financial aid (\$9.5 Million)

8:1 Student to Faculty ratio (All-school)

www.charlottecountryday.org

Technology at a Glance

HARDWARE

- 1:1 device program: iPads (3-8); MS Surface (9-12); Windows (Faculty/Staff)
- 265 Mist APs
- Cisco switches
- Fortinet firewalls
- Projectors: 80
- Avaya on-prem VoIP (~300 handsets)
- Genetec/Bosch security cameras

CORE SYSTEMS

- Veracross (SIS)
- LMS: SeeSaw (LS); Canvas (US and MS adoption underway)
- Email/productivity: Microsoft 365
- Departmental systems: Blackbaud (advancement), ADP (HR)
- Tech management: JAMF, SCCM, SolarWinds, Barracuda
- Filtering: Fortinet, DarkTrace, Cisco Umbrella



Cannon Campus

Bissell Campus

Our Farm

[illegible]

Signature Programs and Legacy of Firsts

GLOBAL MINDEDNESS BEGINS HERE

In our increasingly complex, interdependent global landscape, it is more important than ever to teach students about different cultures and communities around the world. Doing so not only helps to foster an inclusive, affirming mindset in our students, but it also helps them to be better prepared for future success in the global economy.

At Country Day, global mindedness is about far more than travel—it's about building bridges to other people and places. Our curriculum is infused with connection-making opportunities and a deep and varied international travel program, which offers Middle and Upper School students the chance to participate in sister school exchanges and global service, academic, environmental science, and cultural immersion experiences around the world.

WELL-BEING

A Country Day education emphasizes the fundamental role that balance and good health play in a fulfilling life. We work together to create an environment where all members of the community can safely and confidently learn and grow. We support and encourage students both in and out of the classroom, providing continuous opportunities that reinforce good decision-making and emphasize the value of participating in a variety of endeavors and activities. We help students identify their own unique qualities and talents and encourage habits that lead to confidence, pride, and future success.

Highlights include: **two counselors in each division as well as in the Athletics Department; a strong Social-Emotional Learning (SEL) Curriculum, and a strong value of community service** where every student in every division takes part in service, such as Upper School's Community Service Day, Middle School's visit from the Learning Collaborative, Lower School making cards for veterans, and the Parents' Association's Run for Good. Since 1984, the Upper School takes a two-day break from classes to host the **Special Olympics** Mecklenburg County Spring Games. Our students walk away with a new appreciation for the power of inclusion, acceptance, and respect.

LEADERSHIP

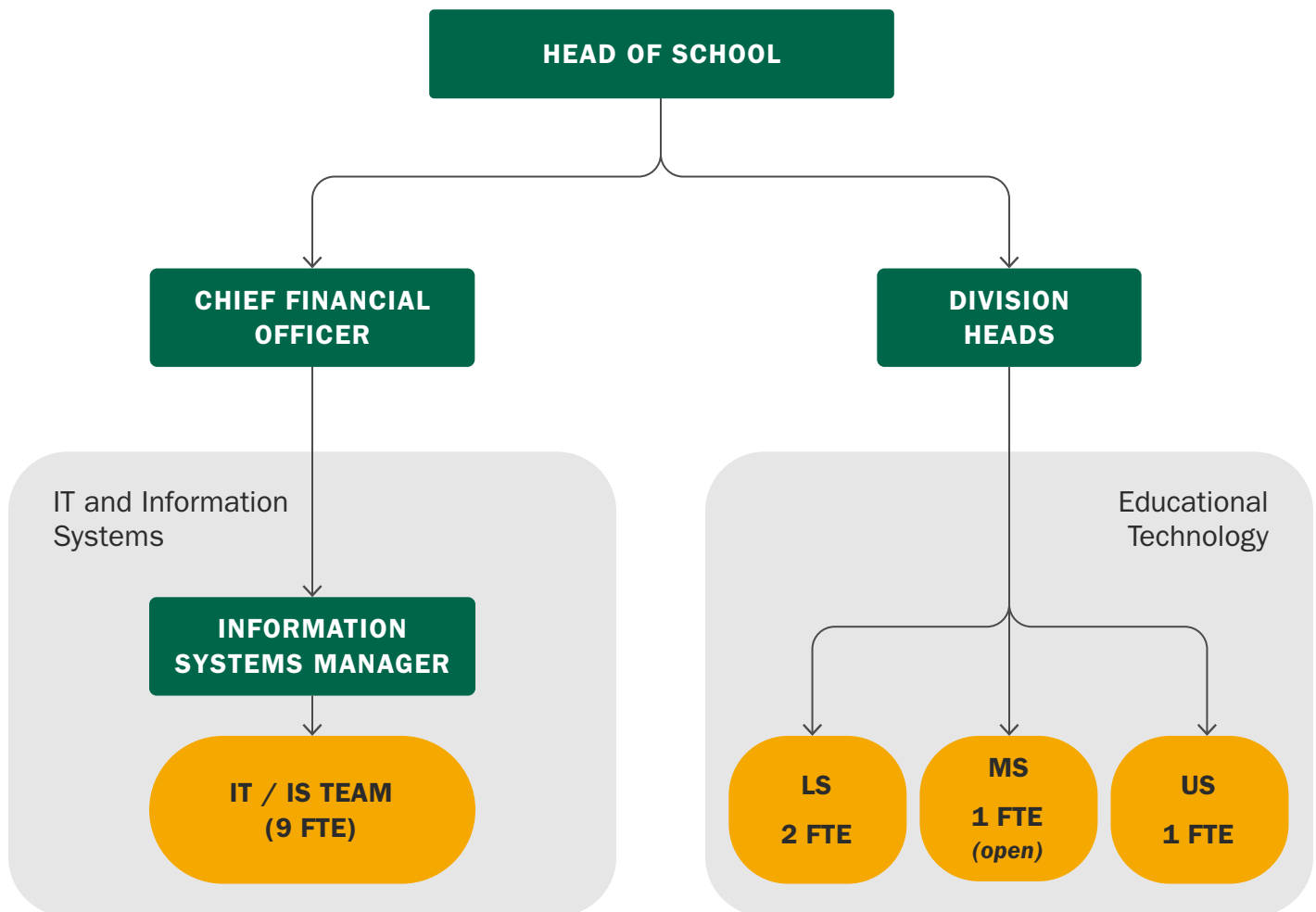
Leadership is a cornerstone of the Country Day mission and a quality we live and model every day. Our students learn to lead with heart by following the example set by exceptional adult and student leaders—both those they encounter every day and those who have guided the school through decades of success and stability. Significant leadership opportunities are available for students across 3 divisions. There are 50+ Upper School clubs and activities, including Honor Council, Student Government, Affinity Groups, Athletics, Theatre Arts, Big Brothers Big Sisters, and more.



Technology Governance

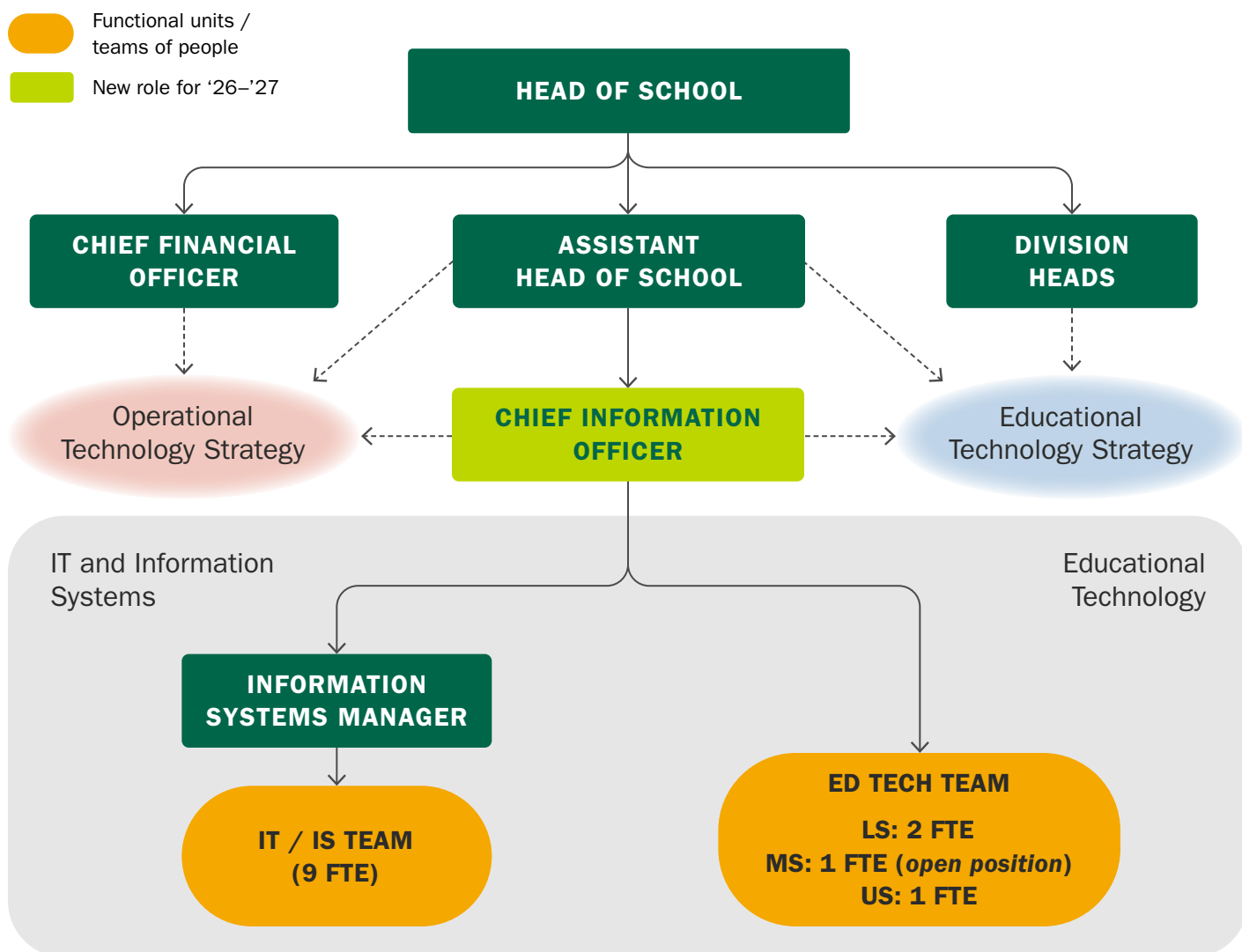


2025–2026 (Current Structure): Separate Teams



2026–2027: Unified Division Led by a CIO

Next year's technology leadership will reflect the school's renewed commitment to ensuring that technology meaningfully supports teaching and learning and, in turn, that IT infrastructure and data systems enable that work across Country Day's two campuses. The CIO will report to the assistant head of school, who will be a key partner in developing technology throughlines across divisions. In addition to directly supervising the educational and academic coordinators within each division, the CIO will also oversee and lead IT operations through the information systems manager, who supervises a nine-person team spanning network and systems support, database and academic applications, 1:1 device assistance, divisional tech support, technical services, and operations. This structure positions the CIO to unify instructional technology, data systems, and IT functions within a single, strategically aligned division.



The CIO will serve as a member of the head of school's Leadership Team, which in '26-'27 will include:

- Assistant Head of School
- Chief Financial Officer
- Chief Information Officer
- Director of Enrollment Management
- Director of Advancement
- Director of Athletics, Health, and Wellness
- Director of Diversity Planning
- Director of Marketing and Communications
- Executive Assistant to the Head of School
- Head of School
- Head of Lower School
- Head of Middle School
- Head of Upper School



Background & Opportunity



Since 1941, Charlotte Country Day School (“Country Day”) has built upon a long legacy of firsts among the Charlotte region’s independent schools, introducing groundbreaking programs and progressive ideas. Country Day was the first school in Charlotte to offer an international studies program, and is still the only independent school in the region to have a separate campus for middle school students. Now serving over 1,700 students in JK-12, Country Day offers students and their families an unsurpassed opportunity to prepare for the future, grounded in tradition and shaped by generations of visionary leaders. Country Day holds a profound commitment to lifelong learning, hands-on learning, and individualized attention within a caring, inclusive community.

This year, the arrival of a new head of school and forthcoming strategic roadmap has created an ideal moment for Country Day to step back, reflect, and reimagine the role technology can play in service of the school’s mission and student learning outcomes. Country Day has created a new position—chief information officer (CIO)—to lead this work and bring educational technology, IT operations, and data systems leadership under a unified department.

Because the CIO’s work touches teaching, learning, and programmatic direction in addition to infrastructure, this position will report directly to the assistant head of school, who will also begin in July 2026. This structure will create a throughline across divisions and allow the CIO to offer continuity and expertise in educational technologies while ensuring that technology infrastructure supports this work and the school’s business operations. Given the mission-critical nature of the role, the CIO will be a member of the school’s leadership team and will have regular opportunities to collaborate with the head of school and other senior administrators across campus.

The CIO will enter an environment where there are already pockets of great innovative work happening, with many additional opportunities on the horizon. Across divisions, each program has taken a distinct approach to how technology is integrated into the classroom and academic experience. As one example, the lower school’s design and makerspace has created meaningful opportunities for students to engage creatively with technology, and faculty in other divisions often imagine what such programming might look like for older learners—including how to utilize a designated design space in the upper school with untapped potential. The CIO will step into academic conversations to lend expertise on how educational technologies can support learning goals, and to provide insight into how technology can become more seamlessly integrated across divisions. The CIO will co-lead work around building throughlines across divisions so that tech literacy skills are consistent as students move through the academic program, and classroom technologies support academic competencies.

On the infrastructure side, the operational environment is stable enough that the CIO will have the capacity to think strategically about how infrastructure supports both academic technology and schoolwide operations. This includes ensuring that faculty and staff feel equipped and supported as new tools, practices, and expectations take shape. In addition to larger projects like managing planned network upgrades and rethinking the school’s decade-old 1:1 program, there are opportunities to make small changes to IT operations workflows and hardware that could have a positive impact organization-wide. Some of these improvements will be student-facing, while others will focus on creating a more seamless experience for faculty and staff—whether related to event calendaring, telephony, office suite productivity, or videoconferencing. A refreshed approach to infrastructure and operations will increase confidence in device security



and management, and ensure that the school's technology ecosystem aligns intentionally with goals for teaching, learning, and day-to-day work.

Distinct from infrastructure and hardware, the CIO will also lead important work around streamlining the school's information and data systems, which are currently managed by individual departments and divisions across campus. Over the years, various tools have been adopted at the departmental level, resulting in a landscape that could benefit from centralized management around decision-making and implementation. The CIO will take a hands-on approach to auditing the existing systems, creating more accessible data structures, promoting healthy data habits, and establishing predictable processes for decision-making and systems governance. The CIO's work will also include updating essential systems such as email and calendaring, file storage and document management, and team communication and collaboration tools.

This is also an opportune moment for the incoming CIO to consider how emerging technologies such as AI can be thoughtfully integrated into both academic and operational technology at Country Day in a way that goes beyond compliance and reflects Country Day's mission and student learning outcomes. In addition to developing policies around appropriate use for students and teaching and learning, the CIO will have the chance to step back and re-imagine how systems and workflows can be improved with AI or other innovative technologies across the school. Fortunately, the CIO will find eager thought partners with many members of the leadership team, who already have good working relationships with the technology office and are eager to partner more deeply

on system design, process improvement, and information flow throughout the school.

Within the technology department, the CIO will supervise a team of 14, with five direct reports and nine indirect reports. The CIO will work with the IT systems manager to ensure that each role within the IT operations team supports a coordinated, schoolwide approach to service as the school's needs evolve. Four educational and academic technologists—one of whom will be an early hire for the CIO—sit in each division and currently report to division heads for their teaching responsibilities. Once the CIO arrives, those technologists will report to the CIO for guidance and direction in educational technology, while remaining dotted-line reports to their respective division heads. Fortunately, both the IT team and the ed tech coordinators are excited about the opportunity for greater collaboration between their functional units under the unified leadership of a CIO.

Ultimately, the incoming CIO will be poised to communicate what technology has the capacity to do for the school, not only in the classroom, but also within the behind-the-scenes operations and data systems that keep the institution running. The CIO will set a strategy and vision while amplifying the good work already happening in pockets across the community. The ideal CIO will bring a calm presence and skilled change management leadership, which will require a community-centered approach and genuine belief in the potential for technology to positively impact a mission-centered school environment. The entire community at Country Day looks forward to welcoming the CIO to begin on July 1, 2026, or earlier by mutual agreement.



DAVID MANCOS

Chief Financial Officer /
Chief Operating Officer



NIDHI MCVICAR

Head of Upper School

INTERVIEW WITH TWO COUNTRY DAY LEADERS

Having previously served 21 years in the U.S. Army, David is now in his 26th year as CFO/COO of Country Day, where he manages the school's \$67 million annual operating budget and oversees and investment management of a \$77 million endowment. David also currently leads the finance, HR, facilities, IT, security, and auxiliary services departments.

Nidhi has served as assistant head of school, director of teaching and learning, and long-time Upper School faculty member. Her leadership experience includes strategic planning, academic program development, facilities improvement, equity and inclusion initiatives, and faculty hiring and development. At Country Day, she is overseeing the implementation of Canvas in the Upper School and looks forward to partnering with a CIO to explore how technology can further enhance teaching and learning.

We invite you to [watch our interview](#) with David and Nidhi, in which they discuss the many opportunities the CIO will have to support both academic and operational technology strategy at Country Day.



Intentional Technology

At Country Day, we take a whole-community approach to preparing students to harness the immense power of digital media—using it to explore, create, connect, and learn—while also helping them navigate challenges such as plagiarism, privacy concerns, cyberbullying, and artificial intelligence.

For us, intentional technology means using tools and practices thoughtfully, always with the goal of enhancing teaching and learning. We prioritize creative, innovative, and intelligent uses of technology that truly strengthen the educational experience. We blend the best of traditional teaching—strong relationships, proven methods—with the possibilities of digital learning to prepare students for the future.

DIGITAL CITIZENSHIP

Country Day has a long-standing, commitment to teaching strong digital citizenship. Our faculty and staff are trained in the program, and lessons are created and aligned across all grade levels.

- Our students begin learning about digital citizenship in junior kindergarten through fourth grade classrooms and continue this instruction in advisory sessions in Middle and Upper School.
- Our research-based curriculum addresses the full range of digital issues that today's youth face, including internet safety, the role of copyright, online relationships, privacy, security, cyberbullying, personal reputation management, information literacy, and social justice.
- We continuously review curriculum and tools, and adjust lessons in response to new technologies, platforms, social trends, and long-term implications of a student's online footprint.

EDUCATIONAL TECHNOLOGISTS

Educational technologists at each division are deeply involved members of the Country Day team who support teaching and deepen learning opportunities.

All members of the EdTech team are experienced classroom teachers, and each team member teaches at least one class per term. Their roles are to:

- Work with administrators and faculty to implement and support educational technology tools and resources to ensure our students are provided with the latest technology for their learning experiences.
- Provide training and support for educators and students to make sure the technology tools and resources are used effectively.
- Co-teach tech-focused lessons across the curriculum, providing professional development for faculty, and meeting individually with students and teachers to provide tailored support.

100%

students in grades 3–12 receive school-issued personal computing devices as an integral part of their Country Day experience.

6

Number of classes in which Upper School students regularly use computer programming

496

Middle School students use iPads to practice fluency in French and Spanish.

100%

of faculty have received training in digital lesson planning.

7

3-D printers, two laser cutters, and one CNC router are used to complete student projects across all divisions.



A New Role With Many Constituents

A New Chapter of Leadership

At Country Day, technology connects every corner of the community—from classroom tools to communication systems to the operational platforms that keep the school running smoothly. The CIO will serve the full breadth of the Country Day community, including students, faculty, staff, administrators, and families, many of whom will be both users and partners in shaping technology decisions. In addition to leading the internal technology team, the CIO will collaborate closely with academic leaders, operations staff, and administrative offices to ensure that systems are reliable, intuitive, and aligned with the school's mission.

MEET TWO MEMBERS OF THE IT TEAM



RYAN BENDER

Information Systems Associate

📍 BISSELL CAMPUS

[View Full Profile](#)



MARY BETH LUXTON

Information Systems Assistant

📍 CANNON CAMPUS

[View Full Profile](#)

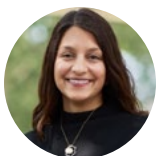
MEET TWO OF MANY EARLY PARTNERS TO THE NEXT CIO



SHANNON DROSKY

Director of Marketing and Communications

Shannon joined Country Day as the director of marketing and communications in June 2015 and brings more than two decades of independent school marcom experience to the leadership team. Her work leading the school's selection and implementation of Veracross gave her a unique, schoolwide perspective on Country Day's data systems and operational workflows. She continues to steward many all-school workflow projects and data-integrity efforts, and looks forward to partnering with the CIO to streamline workflows, implement best practices, and ensure that technology decisions bolster both student success and institutional effectiveness. She is passionate about equity and inclusion and is energized by working in a community that is growth-minded and centered on students.



NIDHI MCVICAR

Head of Upper School

Nidhi joined Country Day in 2024 after serving as assistant head of school at Germantown Academy in Philadelphia. Her leadership spans strategic planning, academic program development, facilities improvement, equity and inclusion initiatives, and effective faculty hiring and professional development. Previously, she served as director of teaching and learning at The Overlake School in the Seattle area, where she led collaborative change and drove innovation across all school divisions. Nidhi is currently overseeing the implementation of Canvas in the upper school at Country Day, and she is excited to welcome a CIO who can be a thought partner in exploring how technology can continue to support and elevate the school's teaching and learning program. Nidhi and her husband have middle-school-aged twins who attend Country Day.



On the Horizon

SCHOOLWIDE TECHNOLOGY STRATEGY

As a senior leader on the school's leadership team, the CIO will create a schoolwide technology strategy that unifies educational technology, IT operations, and data systems under one vision. By articulating how technology can best support Country Day's mission, the CIO will ensure the school's technology environment remains forward-looking and user-centered. The CIO will build relationships across both campuses and partner with administrative leaders to ensure that policies, tools, and initiatives—from AI guidelines to enterprise systems—are aligned across all divisions and that the technology department provides outstanding end-user support.

EDUCATIONAL TECHNOLOGY

The incoming CIO will have the exciting opportunity to oversee educational technology strategy and implementation across all three divisions. With four academic technologists—two in the lower school, one in the upper school, and a forthcoming middle school hire—the CIO will shape a unified vision for ed tech that remains grounded in curriculum, pedagogy, and developmental alignment. The incoming CIO will be poised to consider ways to activate the existing upper school design tech space, and build programming in both the middle school and upper school that complements the lower school's outstanding Design Lab and fosters a spirit of innovation and integration of technology into curriculum across all three divisions.



IT AND INFORMATION SYSTEMS

Country Day maintains a reliable technology environment, supported by a long-tenured and deeply committed IT operations team. Over the next several years, the CIO will guide planned replacements of network hardware, improvements to wireless performance across campus, and more robust security practices through updated audits and tools. Additionally, the CIO will have the opportunity to streamline the school's data ecosystem and implement best practices for data hygiene and systems governance. With highly motivated partners in admissions, marketing and communications, and other school leadership, the CIO will have the chance to build the school's data ecosystem with intentionality and strategy, and elevate institutional practices and insights across the board.

STRATEGIC ROADMAP FOR THE FUTURE

A comprehensive and thoughtful high-level strategic roadmap is underway at Country Day, and technology will certainly play a meaningful role in shaping academic programs and operational systems at the school in the years to come. The CIO will be a key partner in this work, helping ensure that technology supports student learning and innovation.



Duties

SCHOOLWIDE TECHNOLOGY STRATEGY

- Oversee multiple functional units including IT infrastructure, data/systems, and educational technology and all operations and project coordination within those units.
- Run a technology department that supports academic innovation in a scalable and sustainable fashion while adhering to best practices for an enterprise environment.
- Collaborate with senior leadership and key stakeholders to align technology initiatives, policies, and services to the needs of each campus and various all-school departments.
- Inspire the technology team and the faculty community to model and support best practices in innovation, technology integration, and instructional design.

EDUCATIONAL TECHNOLOGY

- Evaluate emerging technologies and guide senior academic leaders on strategic and operational decisions involving instructional technology hardware, software, and programs.
- Oversee the implementation of technology strategy and integration of the curricular arc into core disciplines and other parts of the school's curriculum.
- Design, deliver, and oversee professional development and growth experiences for faculty and staff in areas of technology integration and instructional design.
- Develop and standardize schoolwide technology policies, including comprehensive best practices around the use of AI.

IT AND INFORMATION SYSTEMS

- Identify and implement opportunities for connecting and consolidating data systems, to ensure datasets are current, reporting is reliable, and redundancies are minimized.
- Lead the periodic review of the school's systems ecosystem and develop key performance metrics to evaluate capacity and return on investment.
- In partnership with the IT systems manager, lead decisions regarding hardware, software, systems, back-end infrastructure, and services to ensure cost-effectiveness; customer satisfaction; compliance; asset management; quality of service; and performance.
- Provide executive oversight for compliance, data governance, and cyber resilience, safeguarding the school's digital assets and operational continuity.

DEPARTMENTAL LEADERSHIP

- Oversee the hiring, supervision, evaluation, and growth of all members of the technology department, which includes a team of 14.
- Implement technology governance, planning, policies, and procedures within a management framework that both department members and constituents support.
- Ensure that the department responds to end-user needs, provides a reliable IT backbone, designs and delivers excellent end-user training, and aligns procedures to all-school needs.
- In partnership with the CFO/COO, oversee the allocation and management of the technology budget, ensuring effective use of resources.
- Report directly to the assistant head of school and perform other duties as assigned.



Qualifications & Qualities



PROFESSIONAL QUALIFICATIONS

- Possession of a bachelor's degree from an accredited college or university, with advanced coursework or degree preferable
- 7+ years of experience leading technology departments and supervising technology employees
- Experience in major areas of technology planning and administration, such as: enterprise systems design and implementation, instructional technology innovation, dataflow and data interoperability, project management, fiscal planning and oversight, and end-user training, preferably in an educational or nonprofit setting
- A track record of successfully leveraging technology to improve instruction and student learning outcomes
- Demonstrated success building consensus, facilitating critical discussions, and guiding institutions through transitions or new initiatives

LEADERSHIP & PERSONAL QUALITIES

- A deep understanding of the diverse technology needs within a large, high-achieving, multidivisional, multi-campus independent school
- A passion and interest for managing all areas of technology—IT, data/systems, and instructional—even if prior experiences in these areas are not equal
- A collaborative leadership presence that brings people together and instills confidence during times of transition
- Exceptional communication and interpersonal leadership skills to foster trust across a diverse team working across two campuses
- A steady, thoughtful approach to team development and organizational growth
- A systems-thinking orientation and curator's mindset that align institutional mission with technological capacity
- A commitment to the mission, values, and culture of Country Day
- A blend of confidence and humility, paired with warmth, humor, and approachability
- An eagerness to engage in the life of an independent school community, including the flexibility for occasional evening and weekend involvement



How to Apply

12M & Ed Tech Recruiting is acting on behalf of Charlotte Country Day School to identify exceptional technology leaders to fill this extraordinary opportunity. Direct inquiries to:

jobs@EdTechRecruiting.com



Applications submitted by **January 25, 2026** will receive priority review.

All applications must be submitted online:

www.EdTechRecruiting.com/jobs/CCDS/technology

AN APPLICATION REQUIRES SUBMITTING FOUR PDFS:

1. Cover letter introducing yourself to the Charlotte Country Day School search committee
2. CV or resume
3. A reference list of four or more individuals who could speak on your behalf if you were to progress further in this search (include each person's name, current organization, title, phone number, email, and past connection to you; we will not contact anyone on your reference list without obtaining your permission first)
4. A response to the following prompt:

As the inaugural CIO to Country Day, how would you build alignment within a new technology division that brings together 14 FTEs across IT/IS and educational technology on two separate campuses? Please share your ideas in no more than a few paragraphs.

It is the policy of Charlotte Country Day School not to discriminate against any employee or applicant for employment on the basis of race, color, religion, national origin, age, sex, gender identity or expression, sexual orientation, disability, veteran status, or any other basis protected by applicable law. Country Day will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy extends to recruitment, employment, promotion, demotion, transfer, layoff, termination, compensation, training, benefits, and all other terms and conditions of employment.

www.12MRecruiting.com

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