



Shanghai American School

DIRECTOR OF TECHNOLOGY

LOCATION

Shanghai, China

ON-SITE FINAL ROUND

Week of March 23

POST DATE

January 7, 2026

DECISION ANNOUNCED

April 10, 2026

PRIORITY DEADLINE

January 31, 2026

START DATE

Spring 2026

INITIAL CLIENT REVIEW

Week of February 9

REPORTS TO

Chief Financial Officer

SEMIFINAL ROUND

Week of March 9

SHANGHAI
AMERICAN
SCHOOL



12M & Ed Tech
RECRUITING

SUMMARY

Shanghai American School (SAS) stands as a premier English-language day school in Shanghai, serving expatriate families with a comprehensive American curriculum from pre-kindergarten through grade 12 across two full-program campuses in Pudong and Puxi. As one of Shanghai's few independent, non-profit, coeducational institutions, SAS operates under the oversight of the Shanghai Civil Affairs Bureau and Education Commission, while being guided by a unique parent-led governance model.

With two campuses located on opposite sides of Shanghai's Huangpu River—one in Pudong (the east side) and one in Puxi (the west side), SAS has established itself as China's largest international school, home to around 3,000 students and 680 faculty and staff. The school's facilities and resources reflect a long-term commitment to reinvesting in the program, and SAS continues to evolve its "one school, two campuses" model while advancing strategic priorities that emphasize innovative learning, modern infrastructure, and a future-ready student experience.

SAS is now seeking a director of technology to lead the school's technology program during a period of continued institutional evolution. The next director will focus on technology operations leadership to ensure that ERP systems, help desk services, and hardware deployments are both meeting end-user needs and aligned with the school's priorities around cybersecurity, data protection, and vendor management. The director will be empowered to partner closely with finance, procurement, and academic leaders, translating strategy into execution through well-run projects, visible service standards, and a technology roadmap that is sustainable in Shanghai's regulatory and operating context. Likewise, the director will be a key partner on strategic technology planning with both campus leaders and the academic technology team, which starting next school year will report to the head of educational programs.



OUR MISSION

Shanghai American School inspires in all students:

- A lifelong passion for learning
- A commitment to act with integrity and compassion
- The courage to live their dreams

LEARNING GOALS

Shanghai American School equips students to transfer their knowledge and skills beyond the classroom, in authentic settings, over a lifetime. We foster Skillful Communicators, Critical Thinkers, Effective Collaborators, Creative Learners, and Ethical global citizens.

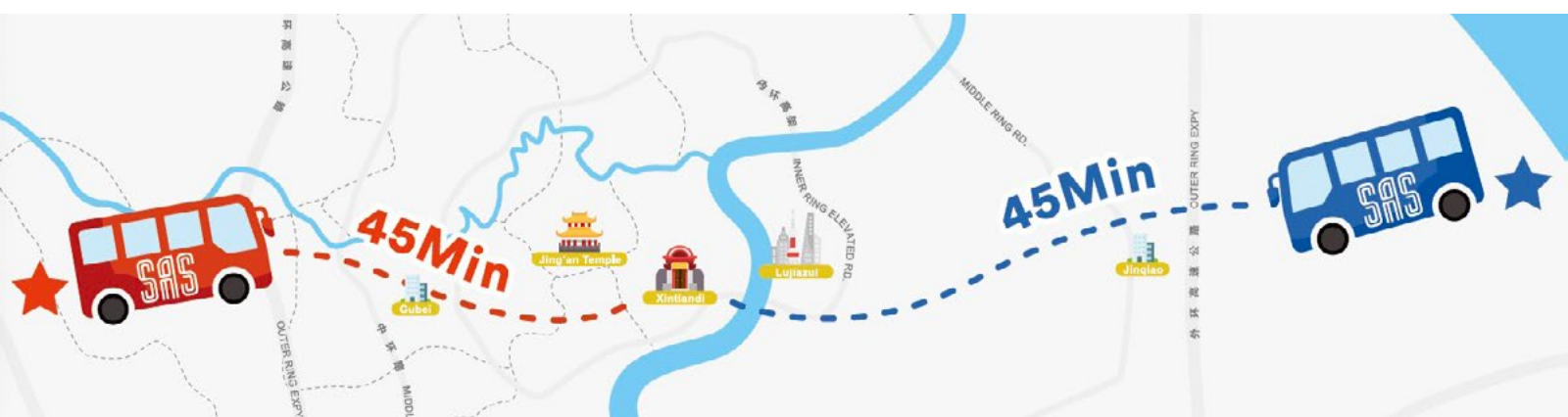
This is an opportunity for a service-oriented, systems-minded leader to play a key role in a diverse educational community by delivering enterprise systems, IT infrastructure, and support services that are reliable and scalable across two large campuses. The director will join a school community that appreciates thoughtful and comprehensive technology planning that keeps pace with the needs of a complex international organization. The director will report to the CFO and supervise a team of around two-dozen professionals spanning infrastructure, data and systems, engineering, and help desk support. SAS looks forward to welcoming its next director of technology to ideally begin before July 1, 2026, to allow for a graceful handoff with the outgoing director of eleven years.



TWO CAMPUSES



SAS is the only international school in Shanghai where all revenue that comes into the school stays in the school—and it shows in our facilities. The results are two expansive campuses—our Pudong campus utilizes 23 acres; our Puxi campus spreads across 29 acres. Custom-built with university-level facilities that make SAS a popular host for conferences, tournaments, sports leagues, and events, each of our beautiful campuses feature an aquatic center, performing arts center, green screen rooms, recording studio, baseball field, softball field, track, playing fields, black box theaters, a teaching kitchen, training facilities, design studios/ maker spaces, playgrounds, multiple libraries, cafeterias, lecture spaces, classrooms, and lots of other spaces for dreams to come to life.



The bus ride from the heart of downtown Shanghai takes the same amount of time to either campus. Pudong and Puxi campuses have the same opportunities for our students and both offer an unmatched educational experience. Our Mission encourages students to “live their dreams.” Our campuses help make that possible.



KEY STATS

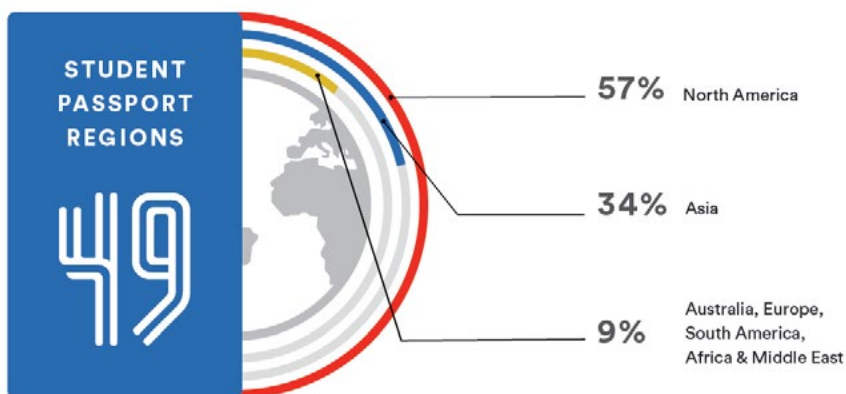
STUDENT BODY

3046

Total Number of Students

240

Class of 2026



TECHNOLOGY AT A GLANCE

HARDWARE & INFRASTRUCTURE

- Supported platforms: Mac, Windows, iPad
- PK-5: School-owned iPads and MacBooks
- Grades 6-12: BYOD Mac program
- 690+ Cisco 9100 Series access points with high-density coverage
- Hybrid cloud environment via AWS China and Azure VM

DATA & SYSTEMS

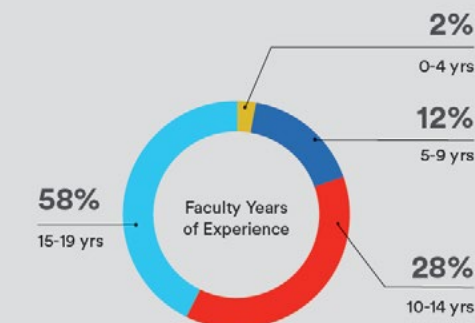
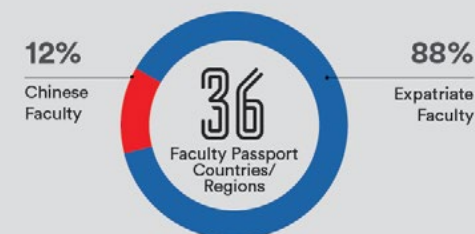
- PowerSchool (SIS; on-prem)
- Schoology (Secondary LMS) and Seesaw (Elementary LMS)
- SAS Connect (custom WeChat platform for communication, activities, scheduling, payments, and transportation)
- Dynamics 365 (Finance and Procurement)
- OpenApply (Admissions), PeoplePlus (HR), FMX (Facilities)

www.saschina.org

FACULTY

682

Total number of faculty





BACKGROUND & OPPORTUNITIES

Shanghai American School (SAS) is a premier English-language day school in Shanghai, serving expatriate families with a comprehensive American curriculum from pre-kindergarten through grade 12 across two full-program campuses in Pudong and Puxi. With two campuses located on opposite sides of Shanghai's Huangpu River—one in Pudong (the east side) and one in Puxi (the west side), SAS has established itself as China's largest international school, home to around 3,000 students and 680 faculty and staff.

The school's facilities and resources reflect a long-term commitment to reinvesting in the program, and SAS continues to evolve its "one school, two campuses" model while advancing strategic priorities that emphasize innovative learning, modern infrastructure, and a future-ready student experience. SAS now seeks a director of technology to lead the school's technology program in support of those strategic priorities. The school's long-tenured director of technology—now in his 11th year—is moving to another country at the end of June.

In the current model, technology leadership has spanned the full spectrum of technology: IT and infrastructure, data systems, and academic technology. This broad portfolio will be intentionally narrowed a bit in the next iteration of the role and department. Next year, the academic technologists will report to the head of educational programs, allowing the technology department—and the director—to focus more on operations and infrastructure. In this new model the technology department will remain a key enabler of faculty initiatives, and the director will still serve as a valued thought partner on topics such as emerging technologies and technology strategic planning.

The next director of technology's purview will focus primarily on operational technology, including infrastructure, network engineering, cybersecurity, enterprise applications, data systems, and help desk services. The incoming director will report to the CFO, who is eager to support the director on initiatives related to budgeting, procurement, and enterprise-level planning. As the senior-most technology leader for the school, the director will also collaborate regularly with leaders on both campuses in support of major technology initiatives.

The incoming director will inherit a team of around two-dozen employees, whose roles span operational leadership, IT business operations and procurement, infrastructure engineers and technicians, and systems/data specialists. SAS's two-campus model adds productive complexity: technology leadership at the school requires someone who can set shared standards and service expectations while remaining attentive to the distinct contexts and rhythms of each campus.

Because services must be delivered consistently across two campuses, team development will be a priority for the incoming director. As part of this work, the director will be empowered to consider different functional unit structures to better align to the workflows and cadences of each campus. In parallel, the director will also be able to refine standard operating procedures for the department—and schoolwide constituents—that include best practices for cybersecurity, systems and data management, and service and support protocols. While many of these workflows already exist, the director will have the chance to codify them into repeatable operating practices.



The school's technology environment rests on a foundation of network reliability and device performance, along with a suite of productivity platforms. At the same time, serving more than 3,600 constituents requires a scaled support approach, and SAS has a number of long-standing partnerships with external technology vendors. In partnership with the finance and procurement teams, the director will evaluate and oversee these relationships, and ensure that new and existing vendor contracts continue to deliver clear value to the school, and that vendors undergo regular evaluation and accountability processes.

From a systems standpoint, SAS runs a suite of platforms that support academics, student information, parent communication, and business operations. The core challenge is not an absence of tools; it is managing the complexity created by a large systems landscape that has been engineered to the varied needs of many departments. The director will oversee the ongoing performance and improvement of existing systems, and create roadmaps to make sure systems are configured to match organizational workflows, integrated where possible to reduce duplicate effort, and supported through dependable vendor relationships.

All of this work will require that the incoming director understand and navigate the complexities of China's unique regulatory environment. Systems that work for other large, international schools may not easily replicate

for a unique institution like SAS, and cybersecurity and systems management will require particular expertise and creativity.

Successful candidates will bring experience leading enterprise technology operations in a complex organization, ideally in an educational or nonprofit environment. SAS offers a compelling platform for impact: a large, mission-driven school with significant technical complexity, a dedicated team, and a clear mandate to deliver reliable systems and well-run services across two campuses. The incoming director will be poised to consider how technology decisions are made, how information flows between campuses, and how systems, vendors, and internal teams can be managed in ways that make daily tasks easier for teachers, staff, and families.

The next director will join at a moment when SAS has a dependable technical base and a motivated community, and will be asked to translate that foundation into a technology operation that is forward-looking, aligned to institutional priorities, and built for sustainable execution across both campuses. SAS hopes to welcome its next director of technology prior to the end of June, to allow for a graceful overlap with the outgoing director of technology. The priority deadline for applications is January 31, 2026, and SAS welcomes interest from talented candidates both within China as well as across the globe.

INTERVIEW WITH THE CFO



REBECCA LAN
Chief Financial Officer

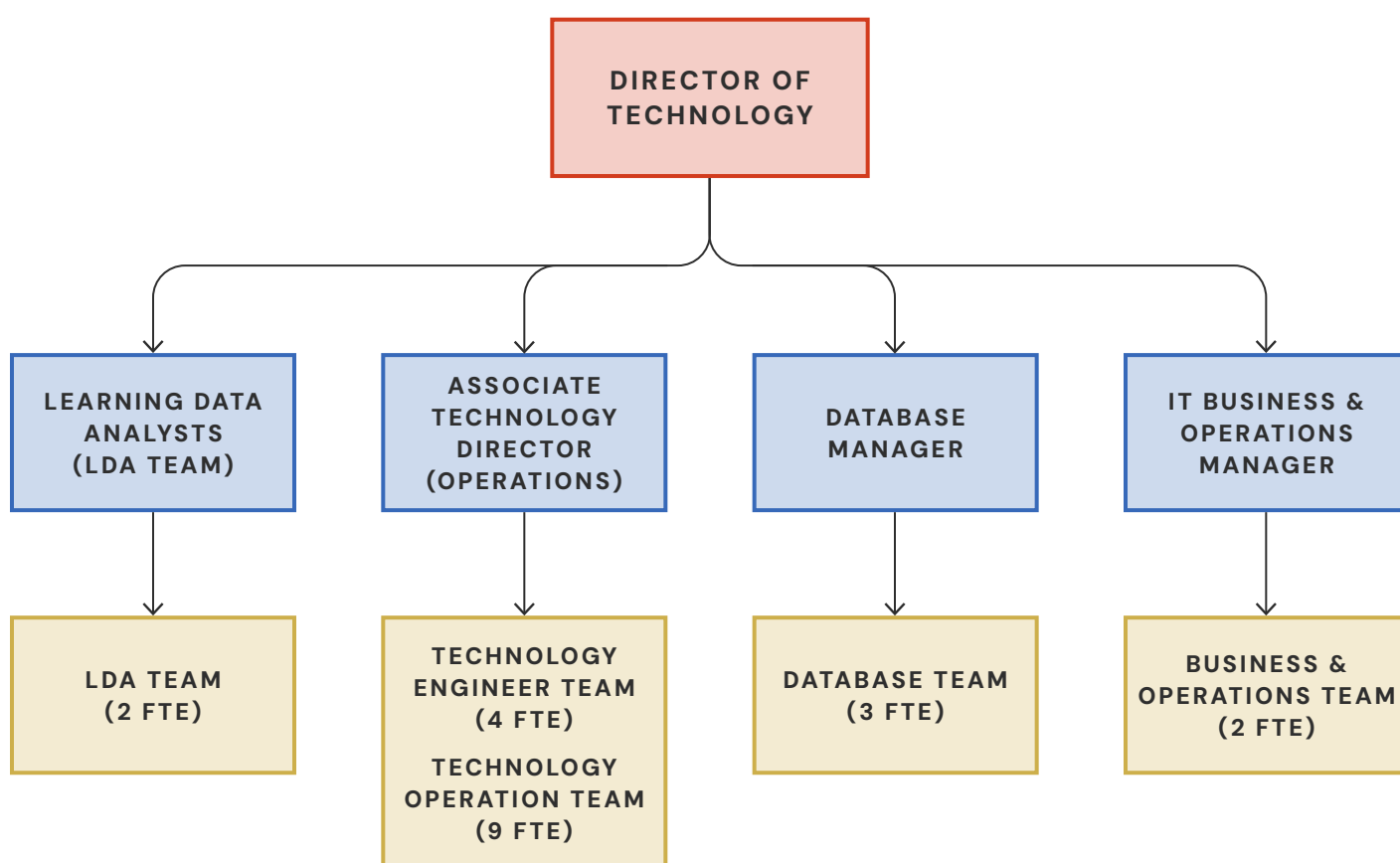
Rebecca is currently serving as the Chief Financial Officer of Shanghai American School. Prior to this role, she held senior finance leadership positions, including Senior Finance Director of APAC at Activision Blizzard, and finance leadership roles at world leading companies, such as Johnson Controls, SunGard, Continental AG, and Motorola across U.S., Singapore, China, and the broader APAC region.

We invite you to [watch our interview](#) with Rebecca, in which she discusses the Shanghai American School community and the critical role the technology department plays in the school's operations and daily life.



TECHNOLOGY GOVERNANCE

The director of technology will oversee SAS's four core operational technology units: IT operations and engineering, database and systems management, business and operations support, and learning data analysis. Once onboard, the director will have the opportunity to evaluate existing workflows, team roles, and reporting structures to ensure the department is organized for long-term stability, regulatory compliance, and operational excellence across both campuses. As the school advances its approach to systems integration, data governance, cybersecurity, and user experience, the director will play a central role in shaping the department's evolution.



In addition to the full-time staff listed above, the SAS technology department engages with third-party vendors to provide on-site contractors on both campuses for specialized repair services and end-user support.



DUTIES



TECHNOLOGY DIVISION ADMINISTRATION

- Oversee the school's core technology functions, including IT infrastructure, data and systems, cybersecurity, and client services, and ensure effective coordination across these operational units.
- Serve as the direct supervisor to the technology team and the SIS/data coordinator, and collaborate closely with the educational technology team to support the integration of technology in teaching and learning.
- Allocate time and resources toward sustaining a positive departmental culture, including goal setting, clear communication, and professional growth opportunities for all team members.
- Cultivate a proactive service culture with consistent visibility and support across both campuses.
- Maintain regular leadership presence on both campuses.
- Report directly to the chief financial officer and perform other duties as assigned.

TECHNOLOGY STRATEGY

- Lead a collaborative process to develop a strategic vision for technology that is aligned with the school's overall strategic plan, values, and culture, and oversee the implementation of that strategy.
- Lead the consolidation, integration, and optimization of core systems to reduce redundancy and improve data flow, user experience, and long-term sustainability.
- Run a technology department that supports academic and operational needs in a scalable, secure, and sustainable fashion, while adhering to best practices for an enterprise environment.
- Build and maintain connections with academic, administrative, and operational constituents throughout the school to ensure that technology systems effectively support institutional priorities.
- Lead change management for technology initiatives, ensuring clear communication, stakeholder engagement, and smooth adoption.
- Establish and maintain local, regional, and national partnerships to support the strategic goals of the school's technology program.
- Oversee strategic vendor management, ensuring transparent evaluation, competitive sourcing, and alignment with school procurement policies.

TECHNOLOGY OPERATIONS OVERSIGHT

- Ensure that the department responds to end-user needs, provides a reliable IT backbone, delivers excellent training and support, and aligns procedures to support school-wide operations.
- Implement technology governance, planning, policies, and procedures within a management framework that both department members and constituents support.
- Establish IT governance structures that clarify decision-making, accountability, and cross-department alignment.
- Implement KPI and SLA frameworks to ensure consistent operational performance, service quality, and measurable outcomes.
- Create and maintain clear operating procedures and documentation standards across all technology functions.
- Ensure transparency in cross-department decision rights related to systems, data, and technology services.
- Lead strategic decisions regarding hardware, software, systems, back-end infrastructure, and services to ensure cost-effectiveness, customer satisfaction, asset management, quality of service, and performance.
- Ensure institutional compliance with China's cybersecurity and data protection regulatory frameworks, including PIPL and related requirements.
- Provide executive oversight for compliance, data governance, and cyber resilience, safeguarding the school's digital assets and operational continuity.



QUALIFICATIONS & QUALITIES



QUALIFICATIONS

- A bachelor's degree from an accredited college or university is required; an advanced degree is highly desirable
- Leadership experience managing technology departments and supervising technology staff, preferably in educational or nonprofit settings
- Proficiency in key areas of technology management, including enterprise IT, data systems, cybersecurity, and client services
- Experience successfully leading concurrent technology-related projects, with a proven ability to set priorities and deliver results
- Expertise in fostering team growth, managing change, and setting strategic goals for a dynamic and collaborative department
- Fluency in English is required; Mandarin proficiency is preferred

QUALITIES

- An enterprise approach to technology management that supports individual needs within a scalable framework for a multifaceted department at a dynamic K–12 school
- An ability to plan and oversee concurrent technology-related programs and projects, and empower departmental leads to ensure completion and success
- A passion and interest for managing all areas of technology including IT infrastructure and data systems
- An ability to build consensus among diverse groups, facilitate critical discussions within large groups, and instill confidence in colleagues during times of transition
- Culturally responsive, able to operate effectively in a bilingual, international school environment and within the regulatory context of China
- A collaborative and supportive approach to developing staff capacity and fostering departmental culture



WORKING AT SAS

SAS BELIEVES

- That each employee makes a significant contribution to our success.
- That contribution should not be limited to the assigned responsibilities.

Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the employee or SAS to only the work identified. It is the expectation of the School that each employee will offer his / her services wherever and whenever necessary to ensure the success of our organization.



HOW WE SEE THE WORLD IS HOW WE EXPERIENCE THE WORLD

We believe that diversity, equity, and inclusion enrich our community and create a sense of belonging that compels each of us to grow. Therefore, we commit to a journey of community growth that is grounded in best and sustainable practices rooted in our mission and core values. We seek individuals who are ready to contribute to such an environment.

CHILD SAFEGUARDING AT SAS

Shanghai American School, in keeping with our core values and vision statements, has a Child Safeguarding Policy that guides our faculty, staff, and families in matters related to the health, safety and care of children in attendance at our school. By accepting employment at SAS, all faculty and staff agree to work in partnership with the School and abide by the policies adopted by the SAS Board.

With this in mind,

- Applications will be thoroughly and rigorously screened in line with our strong commitment to all aspects of child protection and safeguarding.
- Shanghai American School reserves the right to withdraw an applicant's candidacy at any time should information be forthcoming that may suggest the candidate is not suitable to progress in the process.
- Shanghai American School reserves the right to withdraw an applicant's candidacy if current and former supervisor references are not provided.
- Hiring is contingent upon successful criminal background checks.



How to Apply

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

SASapplication@EdTechRecruiting.com



Applications submitted by **January 31, 2026** will receive priority review.

All applications must be submitted online:

www.EdTechRecruiting.com/jobs/SAS/technology

AN APPLICATION REQUIRES SUBMITTING FOUR PDFS:

1. Cover letter introducing yourself to the Shanghai American 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. Please list:
 - Any completed trainings and certifications in the area of IT/IS management
 - For each of your last three IT/IS leadership positions:
 - The number of full-time IT/IS professionals that reported up to you
 - The approximate number of full-time employees working at that organization

www.12MRecruiting.com

RETAINED SEARCHES FOR
MISSION-DRIVEN ORGANIZATIONS



12M & Ed Tech
RECRUITING