Loyola School is a Jesuit, Catholic, independent, coeducational, college preparatory secondary school located in New York City, with a student enrollment of approximately 200 young men and women. Founded in 1900 with the unique combination of the strengths of both the Jesuit and American Independent School traditions, Loyola is the only Jesuit, independent and coeducational high school in the New York City / Tri-State area. Loyola School students strive to become young men and women who are open to growth, academically excellent, religious, loving, and committed to doing justice. Loyola School is committed to challenging its students religiously, intellectually, physically, and socially.

Title:

Director of Technology

Reporting:

The Director of Technology reports directly to the Principal of Loyola School.

Role:

The Director of Technology is responsible for maintaining all technologies within Loyola School. In addition to maintaining technologies, this role works closely with the President and Principal to explore new technologies that will enhance student learning. As a member of school leadership this position will make recommendations on technologies and how they will be used within the school. The Director of Technology is responsible for managing these projects throughout their implementation and supporting them once in use. As a member of the school community, this role is a welcoming presence for all members of the Loyola community to come with suggestions and requests. The Director of Technology manages the Library Media Specialist and Assistant to the Admissions and Technology Offices. These roles assist the Director in the management of the School Library and its resources, as well as, the school website, social media outlets, and data management.

<u>OVERVIEW OF RESPONSIBILITIES:</u>

The Director of Technology is charged with the following:

Infrastructure
- Manage school network infrastructure including Cisco servers, Cisco switches, Cisco firewalls, and Meraki wireless access points
- Manage a VMWare virtual environment for servers and XenDesktop virtual environment for student desktops
- Administer the Active Directory Domain
- Maintain Avaya IP Office phone system
- Manage, troubleshoot, and maintain school security system
- Oversee network permissions and security
- Maintain and manage all school databases – Education Edge, Financial Edge, and Raisers Edge
- Create and implement backup, disaster recovery, and acceptable use policies
- Manage all copiers, scanners, and printers

Web
- Administer school website, intranet, and Moodle
- Mange social media platforms

Support
- Support all desktop, laptop, and iPad technologies
- Support faculty, students and administrators in their daily use of technology
- Plan and lead Professional Development opportunities
- Communicate and support student and parent use of technologies provided by Loyola School

Leadership
- Create and update the Loyola School Technology Plan
- Work with the Principal, VP of Finance, and President to develop the operating and capital budgets
- Work with the administrative team to establish policies for appropriate use of Loyola technologies
- Work with vendors to purchase all technology hardware and software
- Manage large technology projects through the bidding process to implementation and support their use
- Evaluate current technologies and their need for replacement or upgrade
- Oversee technology ticket tracking system
- Assess technology needs and plan for future growth
- Serve as a member of the school life committee
- Communicate with other schools to strategize on common technology issues
- Participate in JSN and NYSAIS conferences

Classroom Support
- Manage Loyola School's G-Suite domain
- Oversee maintenance and proper use of classroom technologies
- Manage Crestron classroom, stage and gymnasium equipment
- Work with faculty members and students to enhance the use of technology within the curriculum and their classrooms
- Teach computer classes at the direction of the Principal

Technologies Used:

- Windows Active Directory
- DHCP & DNS (internal and external)
- VEEAM & Barracuda Backup
- VMWare VSphere
- XenDesktop
- Cisco Switches and Firewalls
- Meraki Wireless
- Bloxx Content Filtering
- Exchange 2013
- Barracuda Spam Firewall
- G-Suite
- Microsoft Office
- EMC Unisphere
- Windows 7,8.1, 10, 2008, and 2012 operating systems
- iPad iOS
- Crestron controllers
- Blackbaud – Education Edge, Financial Edge, Raiser's Edge, Online Campus Community, NetClassroom, and FAWeb

Status:
Exempt; not overtime eligible. This position occasionally requires extra hours as well as attendance at school held events.

Typical Level of Interaction:

Requires interaction with all School departments in addition to potential students and families.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- **Ability to Learn and teach others established processes** - Recognizes the importance of learning and motivates others by own enthusiasm. Is able to learn and reproduce the current processes and recommend best practices to streamline them.
- **Time Management Skills** - Manages many tasks and projects simultaneously while adhering to deadlines and promises. Maintains work/life balance without compromising expectations of others. Respected for ability to "find" or "make" time to get things done.
- **Organizational Skills** - Creates action plans to meet goals and objectives. Conducts periodic reviews of progress and measures against goals. Establishes broad policies to ensure success. Detail oriented is a must.
- **Communications Skills** - Maintains open communications channels with peers, administrators, and customers at the School.
- **Written Communication Skills** - Effectively communicates broad and issues with all constituents.
- **Problem Solving Skills** - Considers a broad range of internal and external factors when solving problems. Grasps complexities and perceives relationships among different problems or issues.

Other Qualifications:

- Bachelor's degree required; Master's degree preferred
- Strong interpersonal skills
- Ability to work within a team
- Writing/editing experience
- Strong sense of responsibility
- Sense of humor

All prospective employees are required to complete a necessary background check.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

How to Apply:

If you are interested in growing professionally in a highly respected organization, please submit a cover letter and resume (including salary requirements) to: technologysearch@loyolanyc.org