



ST. ANNE SCHOOL

JOB DESCRIPTION

Director of Information Technology

RESPONSIBILITIES:

- Acts as a role model of professionalism in a Catholic environment.
- Supports the philosophy, policies and goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Insures the health, safety and welfare of all students.
- Holds in strict confidence all matters pertaining to the school.
- Adheres to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attends faculty and administrative meetings as needed.

DEFINITION:

Provide leadership and management of all areas of technology including educational and administrative uses, networking, web system management, telecommunications, audio-visual and technology support services. Responsibilities include, but are not limited to, the following:

DUTIES:

- Provide leadership, vision and direction for campus wide technology applications, initiatives and support services.
- Ensure the integrity and continual operation of campus network and mission critical operations, including the inter- and intra- building wiring and wireless networks.
- Maintain security and privacy of the information systems, communication lines and equipment.
- Develop, review and certify all back-up and disaster recovery procedures and plans.
- Collaborate with faculty and staff to work towards strategic goals that can be addressed by instructional technology.
- Provide leadership in operational and strategic planning related to instructional technology.
- Work with the divisional administrators to assess faculty and student technology competency levels. Identify and assist with programs that help students achieve those competencies.
- Develop, coordinate and assess training programs on new and updated systems, procedures and applications.
- Assist with the development and implementation of departmental goals, objectives, policies and procedures.
- Analyze, research, organize and supervise technology related projects as assigned by the Director of Operations, Head of School, and President.
- Direct department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of human resources. Perform personnel administrative functions, including

hiring, developing, training, supervising and evaluating department staff to ensure that departmental goals are achieved.

- Oversee the development and management of the school website.
- Collaborate with school administration to identify and solicit external funding sources for academic technology initiatives.
- Research and forecast trends, products, equipment, etc, making recommendations for system enhancements, long term strategic planning, technical acquisitions and product implementation.
- Recommend technology solutions and resource requirements to maximize the value of the school's information technology resources, to accomplish business objectives and to support institutional goals.
- Negotiate and manage vendor bids, agreements and contracts for hardware, software and technology related services.
- Supervise the ordering, acquisition, inventory and disposition of hardware and software.
- Responsible for technology department budget preparation and management.
- Other duties as required.

QUALIFICATIONS:

- B.A. degree in computer science, computer engineering, information technology or related field. Master's degree in computer science or related field preferred.
- Minimum of five years progressive experience in information systems management, or equivalent expertise, with a proven ability to successfully lead and direct a technology team. Experience in a school environment preferred.
- Able to read, analyze, interpret and apply complex technical information.
- Strong written and oral communication skills with an ability to effectively communicate technical information to all stakeholders of the school.
- Exceptional interpersonal skills with a strong customer service focus (internal and external), user-centered attitude and a desire to work in a team oriented environment.
- Highly ethical team player.
- Strong analytical and logical problem solving skills with a proven ability to create result-oriented action plans.
- High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruptions.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Hours: Twelve-month salaried, full-time exempt employee, Schedule A

Reports To: Director of Operations

This is a full time, salaried exempt position. Salary range is commensurate with experience and education. Please send cover letter, resume, and references to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.