



Position: Director of Information Technology

Reports to the Director of Operations

Closing date for receipt of application materials: February 24, 2017

Salary: Commensurate with experience and education

Frassati Catholic High School, the newest Catholic high school in the Archdiocese of Galveston-Houston, is seeking a Director of Information Technology to support faculty and students.

Frassati Catholic is a co-educational, college-preparatory high school administered by the Dominican Sisters of St. Cecilia (Nashville Dominicans).

QUALIFICATIONS

- 3 – 5 years of relevant experience
- A degree in computer science or a bachelor's degree and Information Processing Technology (IPT) endorsement or successful completion of appropriate state certification exam
- respect for the mission and vision of Catholic education in general and Frassati Catholic High School in particular
- Strong communication skills and an ability to work with co-workers in a professional and collegial manner.

RESPONSIBILITIES

- Support and promote school's mission and philosophy
- Represent school in a positive fashion on and off the school campus
- Provide information and technical assistance to faculty, staff and students for all technology equipment (computers, printers, scanners, projection devices) and software supported by the school — setting up, querying and maintaining computer and email accounts; assisting with network connections; downloading, licensing and configuring software; and diagnosing and repairing technology equipment.
- Control assignment of internet access; monitor internet usage and instructional and administrative network usage
- Design, implement and administer technology requirement program for teachers; provide system training for new teachers/staff or teachers/staff moving into new roles requiring utilization of new hardware/software.
- Ensure the confidentiality, integrity and availability of information, hardware, software and related assets by applying safeguards (both technical and administrative) to minimize vulnerabilities and negate potential threats. Develops, tests, and documents a disaster recovery plan for critical database applications.
- Assess technology needs and develops technology plans in cooperation with the administration; prepare budget to implement school technology plan; select and purchase technology equipment

- Provide strategic advice on how to integrate technology into the curriculum and how to use technology to more effectively and efficiently “deliver” information.

Interested candidates should complete the online application, send a letter of interest, resume, three professional references, official transcripts and copy of state certificate or other professional certificates to:

Search Committee
Frassati Catholic High School
22151 Frassati Way
Spring, TX 77389

E-mail:searchcommittee@frassaticatholic.org