Director of Technology

Since 1800, when St. Madeleine Sophie Barat founded the Society of the Sacred Heart in France, Religious of the Society of the Sacred Heart and lay Sacred Heart educators have carried out her imperative of educational excellence. Today, the Network of Sacred Heart schools is an association of 22 Catholic schools across the United States and nearly 150 schools internationally. Independent yet united in spirit and purpose, the international community of Schools of the Sacred Heart believes in educating the whole child, and preparing her to live fully and wisely. At the core of the Sacred Heart education the Goals and Criteria are the principles that express the intentions and hopes of our 200-year tradition.

Carrollton's culture and identity are bound inextricably to the vision set forth in the *Goals and Criteria of Sacred Heart Schools*. These values form the moral compass that influence the choices made within our community. Learning to draw upon these values during their school days, Carrollton graduates become women of conviction, courage and confidence.

Carrollton School of the Sacred Heart School is seeking a forward thinking thought leader with academic technology experience to become the Director of Technology. The Director of Technology will develop the vision and management of the school's technological needs, and oversee all aspects of the School's technology infrastructure, program, and services. The Director must have a hands-on approach to working with a variety of constituents to develop and implement technology solutions for managing and securing data, innovative learning, and communications. This is a 12-month position that supervises a technical support team, manages external vendors, and serves on the Senior Leadership Team reporting to the Head of School.

Essential Duties and Responsibilities: The duties and responsibilities of this position include, but are not limited to, the following:

- A commitment to the Goals and Criteria of Sacred Heart network schools as articulated in the school mission
- A vision for the purposeful integration of technology in an academic environment
- Maintain the integrity, reliability, and security of all network components including servers, switches, Wi-Fi, peripherals, and school-wide database systems including but not limited to Blackbaud ON products and Raiser's Edge as well as Veracross Admissions/Enrollment and Business modules.
- Ensure technology policies, procedures, and processes in areas such as IT security, network access, purchasing, risk management, disaster recovery and planning processes are in place and receive regular review for currency and adequacy and are in compliance for the annual IT audit.
- Manage the IT Help Desk system to ensure high-quality and timely technical support for all school constituents.

Essential Duties and Responsibilities (continued):

- Collaborate with Academic Leadership Team and Department Heads to provide support and guidance with pedagogical initiatives.
- Create and maintain the technology budget, control and monitor department spending, and provide reporting to the CFO.
- Manage IT staffing including supervision, scheduling, professional development, and evaluation and provide backup for members of the IT staff as needed.
- Negotiate and process all technology-related vendor agreements including software licensing, copier leasing, internet, telephone, and cable services; review submitted bids for compliance with stated requirements and make vendor recommendations to the CFO.
- Participate in reflective, self-directed, on-going professional development
- Participate in staff meetings, liturgies, retreats, and special events such as, but not limited to, admissions showcases, events with community partners, etc. as needed
- Willingness and ability to work 12 months, and outside of regular school hours

Qualifications:

- BA or BS or equivalent in experience and certifications
- A minimum of 4 years of experience in technology management, preferably in an educational environment in progressively responsible roles.
- Experience with building and staffing a team.
- Strong understanding and technical knowledge in areas of IT security, network components, computer operating systems, protocols and standards; familiarity with learning management systems and Google G-Suite preferred.
- Strong budgeting skills with the ability to plan strategically and cost-effectively and prioritize resources.
- Proven supervisory and staff development skills, coupled with strong interpersonal skills and the ability to work effectively with a wide range of constituents in a diverse community.
- Must enjoy working in a youth-centered academic environment.
- Flexibility, creativity, and sense of humor.

Interested candidates should submit an employment application, cover letter, and resume through Carrollton's Employment Opportunities website.
https://www.carrollton.org/about/employment-opportunities