Director of Information Technology Job Description

St. John's Episcopal School is seeking a part-time, Director of Information Technology for the 2016-2017 school year. The role of the Director of Information Technology is a two-pronged role: to manage the school's IT department as well as to work with the faculty and staff in various technology-related capacities. This is a part-time, .60 position.

As the overall IT director, the successful candidate will:

- Provide vision, leadership, and day-to-day management, maintenance, and support of the IT department, including data network and backup systems, firewall and security issues, databases, servers, printers, and telephone systems. He/she will ensure the coordination, security, and efficiency of the school's network infrastructure as well as oversee (in collaboration with the Communications Department) the technical side of the school's web content platform, including the support of WordPress.
- Develop a strategic and long-range technology plan for the school with the Head and Associate Head of School, as well as develop and manage the computer/device budget and IT budget.
- Manage vendor relations, procurement, installation, and implementation of information
- Manage inventory of all school-owned or leased equipment including desktops/laptops, iPads, SMART Boards, projectors, copiers, printers, etc.

In working with faculty and staff, the Director of Information Technology will assess and respond to their IT needs as well as provide maintenance and support for classroom technology, office technology, and audio –visual systems throughout the school. He/she will work closely with the Head and Associate Head of School in the development and implementation of various curriculum-based initiatives to integrate technology into the instructional program.

Other faculty related support includes but is not limited to:

- Promoting the use of technology by identifying, evaluating, and recommending new and emerging technologies for the classroom and planning and supervising internal and external training of the school's staff
- Planning and supervising both the internal and external training of the school's faculty and staff
- Assisting with the management of the Student Information System (SIS), including the grade reporting process, teacher Web pages, discipline, etc.
- Promoting the school on local, state, and national levels through conferences, workshops, seminars, and technology associations.

Specific Skills and Competencies
- Competency with administrative and instructional applications of technology
- Current and in-depth knowledge of network architecture; telecommunication; wireless, mobile, and cloud technologies
- Knowledge of administrative and academic database systems a plus
- Strong organizational, technical, and analytical skills
- Strong interpersonal and communication skills, both written and verbal
- Able to problem-solve efficiently, effectively, and diplomatically
- Able to prioritize and effectively manage multiple tasks
- Detail-oriented
- Able to work collaboratively with a team

Director of IT Minimum Requirements

Education:
Bachelor's degree in an appropriate field (information technology, computer science, systems management, or related discipline); Master's degree preferred

Years of Experience:
3+ years of progressively responsible experience in the development, installation, and maintenance of information systems; professional technical certifications from one or more: Microsoft, Apple, Cisco, etc., preferred

How to apply:
Interested candidates should forward a resume, cover letter, and statement of philosophy to Sharon Rippen, Associate Head of School, at sharon.rippen@stjes.org

St. John's Episcopal School is an equal opportunity employer, and does not discriminate on the basis of race, color, gender, disability, age, religion, sexual orientation, or national or ethnic origin.

St. John's offers competitive compensation based on prior experience, education, and position requirements. Medical, dental, life, long-term disability and retirement benefits are provided. More information about the school can be found on our website at www.stjes.com