CHIEF INFORMATION TECHNOLOGY OFFICER

The role of **Chief Information Technology Officer** (CITO) for Our Lady of Good Counsel High School (OLGCHS) is to provide leadership for the planning, development, implementation, maintenance, support, and evaluation of all aspects of Information Technology (IT) at the school.

This new position is a full-time, 12-month, administrative position reporting to the President. The start date will be established by mutual agreement.

HOW TO APPLY

Applicants should submit resume, cover letter, and four professional references by email, by to Jeanette McCarthy, Assistant to the President: jmccarthy@olgchs.org.

For best consideration, applicants should apply by February 15, 2019.

DUTIES

Leadership of IT Department

- Participate with the President's leadership team (Principal, Chief Financial Officer, and Chief Advancement Officer) in strategic and operational processes of OLGCHS as they relate to information technology.
- Provide experience and expertise in IT strategic and operational planning: fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the organization.
- Identify and articulate the infrastructure implications of IT issues and seek integrated solutions that, in addition to the needs of the academic program, will support those of the school's business, advancement, human resources, alumni relations and other non-academic functions.
- Act as an advocate for a transformative vision for IT at OLGCHS via regular written and in-person communications with the President, Principal, leadership team, department chairs, faculty, staff, and students.
- Recruit, organize, supervise, develop, evaluate, and retain assigned IT staff in accordance with OLGCHS priorities, budgetary objectives, and personnel policies.

- In collaboration with the Educational Technology Committee, participate in the development and periodic updating of a school-wide plan that addresses the IT needs of the school, both in terms of curriculum and instruction and administrative infrastructure.

Data integrity and cybersecurity
- Provide for the safe, secure, reliable storage and backup of OLGCHS electronic data and keep current with how to respond to web threats, viruses and hacker activity.
- Direct the development and execution of a school-wide IT disaster recovery and continuity plan.
- Research, develop, evaluate, and update policies, procedures, and guidelines related to data integrity and security.

Finance
- Assess and communicate risks associated with the school's current and proposed investments in IT (including staffing, sourcing, and negotiating for purchase of hardware and software), and develop business case justifications and cost/benefit analyses for IT spending and initiatives.
- Keep current with trends in the IT industry and evaluate emerging technologies; advise and educate the President, Principal and leadership team on their competitive and/or financial impact.
- Develop, track, and control the IT annual operating and capital budgets, and create technology cost forecasts that ensure that infrastructure remains up-to-date.

Training and support
- Provide support related for the technical aspects of the school information system (SIS) and learning management system (LMS) in order that the Principal, his leadership team, and the Director of Instructional Technology are able to establish coherent policies, strategies, and training for the use of computer technology in the School's academic programs.
- Collaborate with administration colleagues to provide training initiatives for technology users as appropriate.
- In collaboration with the Principal's administrative team, provide IT resources for faculty and staff, and evaluate and develop specifications for hardware and software to meet their needs.
- Provide technical expertise as necessary and/or requested in support of IT applications used by faculty and staff.

Delivery of essential IT services
- Maintain the functionality, security, and uptime of critical technology systems through oversight of service agreements and monitoring of IT systems performance.

- Install, upgrade, and maintain the functionality of campus technology systems.
- Administer multiple virtual machines.
- Develop and manage relationships with third-party service providers that ensure the best possible service for the school.
- Maintain and troubleshoot phone system and data lines.
- Maintain inventory and coordinate policy for distribution of technology equipment.
- Collaborate with administration and facilities staff on the technological aspects of maintaining a consistent level of building security (swipe cards, cameras, etc.).
- Supervise and coordinate the School's participation in the E-rate program.

Marketing and communications
- Collaborate with the Director of Marketing and Communications in the creation of tactical and strategic plans for the school's digital communications.

Legal compliance
- Ensure IT system operations adhere to applicable laws and regulations, including but not limited to compliance with the requirements of the E-rate program and the Sarbanes Oxley Act.

Communication
- Collaborate closely with Director of Instructional Technology (who reports to the Principal) to maintain awareness of and plan effectively to meet the evolving IT needs of teachers.
- Meet on a regular schedule with Director of Instructional Technology and designated members of the Principal's administrative team to help foster an open, collaborative, responsive and innovative academic technology culture at OLGCHS.
- Meet on a regular schedule with designated members of the President's administrative team (Business, Advancement, Marketing, Admissions) to help foster an open, collaborative, responsive and innovative IT culture among non-academic departments at OLGCHS.
- Define and communicate OLGCHS plans, policies, and standards for acquiring, testing, implementing, operating, and evaluating IT systems.

Other
- Perform other duties as assigned by the President.

EDUCATION AND EXPERIENCE

- Degree from an accredited, not-for-profit, college/university with major coursework or extensive experience in Technology, Educational Technology, Computer Science, Information Systems, or related field. Master's degree preferred.
- Seven years' experience directing an IT operation, including supervisory experience.
- Experience working in an academic setting.

DESIRED QUALITIES

- Is committed to:
    o the mission of OLGCHS, *We inspire our students to excel, serve, and love*;
    o being a culturally competent colleague, as evidenced in actions and interaction with the diversity of students, colleagues, and parents that together form community;
    o providing exceptional service and leadership.
- Has knowledge of:
    o both Mac and PC platforms;
    o technical aspects of network installation, servers and firewalls, maintenance, operation, troubleshooting, and repair;
    o the types of databases upon which the school relies;
    o classroom technologies;
    o web standards, including Internet protocols and search engine optimization;
    o different kinds of security threats and best practices in risk management;
    o data processing, hardware, software, and hosted solutions, including email;
    o applicable laws and regulations as they relate to IT;
    o management (planning, prioritizing, budgeting, implementing, evaluating);
- Has ability to:
    o apply IT in solving organizational problems;
    o communicate effectively in speech and writing;
    o present IT concepts in user-friendly language.

WORK CONDITIONS AND REQUIREMENTS

- On-call availability.
- Sitting for extended periods of time.
- Vision to read small print and computer monitor.
- Dexterity of hands and fingers to operate computing equipment.
- Ability to work under pressure generated by the needs of the organization.
- Ability to work in spaces with high levels of noise and temperatures from servers and fans.
- Valid driver's license, with no restrictions that would preclude driving on the job.

SCHOOL DESCRIPTION

OLGCHS is a Catholic, co-ed school (9-12) located in Montgomery County, MD, 11 miles north of the DC Beltway. It is one of 13 in the network of Xaverian Brothers Sponsored Schools. In 2007, the School relocated from Wheaton to a brand-new 51-acre campus in Olney. Enrollment for 2018-19 is 1,270 students, making Good Counsel the largest private high school in the state. Each year, 99% of graduates go to college. The School has a 1:1 iPad program. Strengths in academics (19 AP courses, 29 IB courses, award-winning STEM program) are complemented by nationally-recognized excellence in athletics and the arts, numerous opportunities for global travel, and a commitment to direct service to the poor and marginalized.