

The Institution:

Holy Ghost Preparatory School (HGP) is an independent private Roman Catholic secondary educational institution founded by the members of the Congregation of the Holy Spirit, the Spiritans. HGP is dedicated to the quality education of college-bound young men through a commitment to excellence in liberal arts and sciences education and through a deep concern for moral, spiritual and ethical values grounded in the traditions of the Congregation of the Holy Spirit. This tradition fosters the development of community in “one heart and one mind”, the cultivation of each student’s unique gifts, academic excellence, and generous service to the poor.

Position Summary:

The Assistant Director of Information Technology helps oversee all aspects of the technology plan and uses school resources to foster growth in the educational process. The Assistant Director of IT reports directly to the Director of IT to develop, implement and maintain a comprehensive and strategic IT plan to promote and advance Holy Ghost Prep. The Assistant Director’s primary focus is on implementation of the long-range technology plan, management of SIS data, promotion and education of educational technology and oversight of school-owned equipment. The Assistant Director will also utilize various platforms to promote school communication.

Essential Functions:

- I. Development and Implementation of IT plan
 - Develops, implements and evaluates a comprehensive technology plan for classroom and administrative use.
 - Oversees and recommends effective strategies to improve the current network infrastructure.
 - Promotes and implements current best practices for BYOD program.
- II. Network Services
 - Provides leadership and vision for data network and backup systems.
 - Organizes and maintains firewall and security systems.
 - Oversees, installs and maintains networking based windows and cloud based servers.
 - Remains current on new developments with software, hardware and network systems.
 - Develop and maintain the school’s data network, systems, databases, and servers.
- III. Student Information Systems
 - Helps maintain school databases including but not limited to network accounts, email accounts, website-based login accounts, and SIS.
 - Provides leadership, vision, and day-to-day management of student information and alumni data.

IV. Promotion and Education of Educational Technology

- Promote effective use of educational technology included but not limited to Schoology, PowerTeacher, and SMART technologies.
- Identify, evaluate, and recommend new and emerging technologies which support classroom learning and optimize student achievement.

V. Classroom Teacher

- Demonstrate a proficiency in educational pedagogy.
- Develop and maintain long-range and daily instructional plans.
- Promote problem solving, cooperative negotiating skills and conflict resolution strategies.
- Promotes HGP's interest in STEM program.

Essential Skills, Requirements, Education and Experience:

- Commitment to embracing Catholic education, specifically the mission of Holy Ghost Preparatory School.
- Minimum of three years of experience in IT or an equivalent field and will have a college major or minor in Information Systems or Information Technology.
- A team player and team builder that has a passion for and commitment to achieving excellence in all aspects of the School's mission.
- Network experience including but not limited to installing and maintaining Windows and web servers.
- Experience in data management (eg. MySQL).
- Works toward and maintains appropriate industry-standard certifications.
- Preference will be given to candidates with Google Apps for Education, PowerSchool, and/or FinalSite experience.
- Problem solving skills in troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Provide oversight and vision to the technical side of the school's digital content and digital signage (FinalSite, Communications).
- Help maintain and manage school-wide systems, devices and equipment included but not limited to computer labs, printers, wireless systems, firewalls and telephone systems.
- Coordinates and supports facilities staff on various school systems, included but not limited to Public Address Systems, Bells/Clocks and Security Systems.