



Office of Human Resources
10210 Oakdale Ave.
Chatsworth, CA 91311
(818) 366-9284

Job Announcement
March 8, 2019

DIRECTOR OF INFORMATION SYSTEMS

Chaminade College Preparatory seeks an experienced and visionary Director of Information Systems to lead our Information Systems team and to collaborate with our faculty, staff, and administration in our mission to inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a loving faith, academic excellence, and moral responsibility.

Deadline for Submission of Applications

This position is open until filled. To ensure consideration for the position, complete applications should be received no later than **Monday, April 1, 2019.**

The Position – Representative Duties

Under the Direction of the Vice President of Finance & Operations, the Director of Information Systems works with Chaminade's senior administrative team to establish and execute a strategic vision plan supporting the school's academic and administrative technology goals and objectives across Chaminade's two campuses. The Director advises the senior management team regarding technology best practices and makes recommendations to assure Chaminade remains technologically competitive in a dynamic and evolving educational technology environment.

The Director oversees Chaminade's technology department in its mission to support student, parent and employee users with their technology needs; ensures Chaminade's technology systems and equipment are maintained, upgraded, and replaced as needed; establishes system safeguards, backups and redundancies to ensure smooth and secure operations; is responsible for the supervision, training, and evaluation of department staff; and develops and administers technology related budgets.

1. Provides leadership in the development of strategic plans identifying information technologies to support and promote the mission of the school, and advises the administration in short-term and long-term technology planning.
 - Working with the senior administrative team, supervises the development of the technology vision at Chaminade and actively promotes its realization.
 - Identifies, researches, and recommends mission critical and emerging technologies that help solidify Chaminade's success and ensures advancement of its objectives in the future.
 - Participates in administrative meetings related to technology planning and implementation for both corporate and instructional fields.
 - Promotes and supports integration of technology into curricular and co-curricular programs for students in grades 6-12.
 - Collaborates with members of the Executive Council to support the advancement of institutional technology needs and initiatives.
 - Keeps up to date on all existing and emerging legal issues regarding use of technology in a school setting and provides advice regarding same.
 - Establishes regular meetings with the Vice President of Finance and Operations for consultation and progress reports.



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2. Hires, supervises, develops, and leads all technology systems personnel.
 - Educates and mentors all technology personnel on the school's objectives, vision and philosophy, policies, and directives.
 - With the support and guidance of the Director of Mission Integration and Ministry, creates a work environment where department staff can develop their faith and carry out department responsibilities in a manner consistent with the Characteristics of Marianist Education.
 - Conducts regular M.I.S. department meetings and establishes communication and collaboration among technology personnel.
 - Evaluates the performance of all technology personnel.
 - Provides for the professional growth and development of technology personnel.
 - Guides Network Managers in the implementation of network plans, installations, upgrades, documentation, maintenance schedules and monitoring of key metrics.
 - Oversees the managers of the Laptop Hospitals for the establishment of efficient procedures, monitoring of key metrics and the success of the Self Maintainer program.
3. Establishes and monitors all budgets and purchases related to technology.
 - Administers all technology budgets for both campuses, including infrastructure, services, and administrative and tablet services technology budgets.
 - Researches and approves all technology purchase sources and negotiates with vendors to achieve favorable terms for Chaminade.
 - Negotiates and approves all technology contracts for areas of direct oversight, and reviews all other technology and software contracts for appropriateness and risk management approval.
 - Allocates hardware and software resources to departments.
 - Conducts periodic needs assessments as well as usage evaluation of technology for all departments of the organization and makes budget recommendations accordingly.
 - Approves all purchases and payment of invoices related to technology from all departments within the organization.
4. Establishes and oversees implementation of documentation, safeguards, processes and key metrics monitoring of system architecture, hardware, and software, including user related issues.
 - Supports the academic and administrative technology needs of all school operational areas.
 - Contracts, designs and maintains all enterprise databases and custom systems.
 - Ensures that adequate systems architecture documentation is in place and maintained for all core information systems of the institution.
 - Ensures that adequate backups and other system safeguards and redundancies are in place to assure continued operations.
 - Supervises the technological components for creation and maintenance of Chaminade's public web site.
 - Supervises the maintenance and updates of hardware and software inventories.
 - Supervises risk management assessments of all data and systems.
 - Supervises all communication systems with all school constituencies, such as email, web, intranet, social networking.



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- Establishes and communicates technology related policies and promotes policy enforcement.
 - Incorporates applicable principles of Catholic faith and Marianist traditions within department policies and operations.
5. Performs other related duties as assigned.

Minimum Education and Experience Desired

Qualified candidates should have a combination of education and experience equivalent to the following:

- A Bachelor's degree is required. Advanced degree and/or professional certifications preferred.
- Five or more years of experience overseeing multiple complex technology systems supporting a high number of users and supervising a staff.
- Experience supporting technology in a service organization is desirable. Prior experience in a school environment is highly desirable.

Required Knowledge, Skills, and Abilities

1. Passion for Chaminade's mission
2. Ability and willingness to work within a Catholic nonprofit organization and support a living faith work environment.
3. Knowledge of complex information technology network infrastructure including software, hardware, and services necessary to design, implement, and operate local and wide area networks.
4. Ability to develop, implement, and evaluate long-term technology strategic and disaster preparedness plans.
5. Knowledge of and ability to implement best practices for systems backup, recovery, and disaster preparedness.
6. Ability to design and manage IT systems and analyze, troubleshoot, and resolve hardware and software problems supporting users in an independent school environment.
7. Knowledge of current and evolving technologies including best practices as relates to technology in independent schools. Commitment to professional growth and development in order to maintain and update relevant knowledge, skills, and abilities.
8. Ability to effectively lead and manage a staff including training, goal-setting, evaluation, and professional development.
9. Ability to prioritize and organize workload to complete assignments in a timely manner, and to make sound decisions within the scope of assigned authority. Ability to handle deadlines and stressful situations in a calm, orderly, and accurate manner.



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10. Ability to establish and maintain effective collaborative working relationships with faculty, staff, administration, students, vendors, and others.
11. Knowledge of federal, state, and local legal requirements for managing information systems and management of institutional and personal data.
12. Ability to develop and manage budgets.
13. Ability to develop and implement goals, objectives, policies, procedures, work standards, and internal controls for IT systems and services.
14. Ability to organize and prioritize multiple projects and tasks to produce quality results within established timeframes.
15. Ability to communicate effectively verbally and in writing, translating technical information to non-technical audiences as necessary.
16. Ability to prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
17. Strong organizational, research, administrative, and time management skills.
18. Ability to work independently without close oversight and as a member of a team.
19. Ability to maintain confidential information.
20. Ability to conscientiously execute duties with a strong attention to detail and high level of customer service.

Salary and Benefits

This is a salaried/exempt from overtime position. The salary for this position will be commensurate with experience. Chaminade employees enjoy a competitive employee benefits program including medical, dental and vision coverages, life insurance, long-term disability insurance, flexible spending accounts, retirement plan contribution, and voluntary supplemental life insurance and long-term care coverages. This is an exempt, 12-month per year position.

Application Process:

Chaminade has implemented a 100% online application system. Interested applicants can apply online through our employment webpage at: www.chaminade.org/employment.

Applicants will be asked to upload:

- Current resume
- Cover letter addressing the duties and qualifications of the position

Any applicant who needs help or needs an accommodation in order to apply for any position should contact the human resources office at (818) 366-9284.



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About Chaminade

Chaminade is an independent co-educational Catholic school serving students in grades 6-12 at our two beautiful campuses located in the San Fernando Valley area of Los Angeles. One of the best things about Chaminade is our strong sense of family. We work together, play together, and pray together. We are a family, a community committed to the success and well-being of each and every student.

Our Mission:

We inspire young people to love, learn, and lead through our Catholic and Marianist traditions of a living faith, academic excellence, and moral responsibility.

Our Vision:

Chaminade College Preparatory graduates are prepared, inspired, and equipped to:

- Share God's love by caring for others and seeking justice and peace.
- Learn, adapt, and grow with the world around them.
- Become servant leaders and positive contributors to society.

The Characteristics of Marianist Education

Chaminade's mission and culture are deeply rooted in the five Characteristics of Marianist Education which are: Educate for Formation in Faith; Provide an Integral Quality Education; Educate in Family Spirit; Educate for Service, Justice, and Peace; and Educate for Adaptation and Change.

For more information about Chaminade, visit our website at: www.chaminade.org

Equal Employment Opportunity

Chaminade College Preparatory is an equal opportunity employer. Applicants for employment are considered without regard to race, color, national origin or ancestry, gender, age, marital status, physical or mental disability, or genetic information, or other basis protected by law for employment in a Catholic school. Applicants who need an accommodation in order to participate in the recruitment and hiring process should contact the human resources department in order to discuss reasonable accommodation.