St. Joseph's Preparatory School

POSITION TITLE: **DIRECTOR OF INFORMATION TECHNOLOGY (IT)**

DEPARTMENT: **IT**

FLSA STATUS: **EXEMPT**

REPORTS TO: **VP, FINANCE**

ORGANIZATIONAL SUMMARY:

St. Joseph's Preparatory School is a Catholic, Jesuit, independent four-year college preparatory school located on the northern edge of center city Philadelphia. Founded in 1851, this highly-selective, all-male school serves over 900 young men in their pursuit of becoming "men for and with others." Students come from diverse economic, geographic, racial and ethnic backgrounds from throughout the Philadelphia metropolitan area. The Prep develops leaders of intellectual distinction, men of faith and integrity, men who are committed to social justice and community service, men open to growth, and men who are loving. At the Prep, classroom and chapel intersect with the religious formation of mind and heart.

St. Joseph's Preparatory School is committed to building a culturally diverse educational environment, with a focus on diversifying our staff. We are seeking colleagues who can work and teach in these and other areas while contributing to the diversity and excellence in our programs and courses through their research, teaching and service. As a Jesuit institution, these values are pillars of our education. We strive to establish a community more representative of the student body and city we serve

POSITION SUMMARY:

The Director of Technology is responsible for leading and managing all aspects of the school's information technology (IT) operations to ensure they align with the institution's strategic goals. This role involves planning, organizing, and implementing innovative technical solutions that support teaching, learning, administrative functions, and operational efficiency. The Director will oversee a team of IT professionals, collaborate with senior leadership, and partner with faculty, staff, and external vendors to deliver reliable, secure, and scalable technology services.

As a visionary leader, the Director of Technology will drive digital transformation initiatives, foster a culture of innovation, and ensure the school remains at the forefront of educational technology trends.

KEY RESPONSIBILITIES:

1. **Strategic Leadership and Vision**

    - Develop and execute a comprehensive technology strategy that supports the school's mission, vision, and long-term objectives.
    - Collaborate with senior leadership and the Technology Committee to identify informational needs and prioritize projects that enhance student outcomes, faculty effectiveness, and operational excellence.
    - Stay current with emerging technologies and recommend innovative solutions to improve teaching, learning, and administrative processes.

2. **Team Management and Development**

    - Lead and mentor the IT team, fostering professional growth and accountability.
    - Conduct performance evaluations, provide constructive feedback, and develop individualized development plans for staff members.

3. **Project Management and Implementation**

- Oversee the design, deployment, and maintenance of hardware, software, and communication systems to ensure reliability, security, and scalability.
- Manage multiple concurrent projects, ensuring timely delivery within budget constraints while maintaining quality standards.
- Prepare progress reports and communicate project updates to stakeholders, including senior leadership and the Technology Committee.

4. **Vendor Relationships and Procurement**

- Evaluate and select hardware, software, and service providers through thorough assessments and competitive bidding processes.
- Negotiate contracts and manage vendor relationships to ensure optimal value and service levels.
- Provide oversight for consultants and external resources as needed.

5. **Infrastructure and Operations**

- Ensure the seamless operation of critical systems, including school administrative systems, Google Workspace, network infrastructure, telephone systems, and classroom audio-visual equipment.
- Implement robust cybersecurity measures to protect sensitive data and maintain compliance with relevant regulations.
- Establish and maintain disaster recovery protocols to ensure business continuity in the event of emergencies.

6. **Budgeting and Financial Oversight**

- Develop and manage the annual IT budget, striking a balance between cost-effectiveness and technological advancement.
- Monitor expenditures and approve payments related to IT initiatives.

7. **Collaboration and Communication**

- Serve as a trusted advisor to senior leadership, faculty, and staff by translating complex technical concepts into actionable insights.
- Facilitate cross-departmental collaboration to integrate technology into curricula and administrative workflows.
- Act as the primary point of contact for IT-related issues, providing exceptional customer service to the school community.

8. **Innovation and Continuous Improvement**

- Champion the adoption of Artificial Intelligence tools and policies to enhance the educational experience.
- Regularly assess existing systems and processes to identify areas for improvement and implement necessary upgrades.

EDUCATION, EXPERIENCE AND SKILLS REQUIRED:

- Bachelor's degree in information technology, Computer Science, or a related field; Master's degree preferred.
- Minimum of 10 years of progressive experience in IT management, preferably in an educational setting.
- Proven track record of successfully leading IT teams.

- Strong knowledge of network administration, system architecture, cybersecurity best practices, and Google cloud computing platforms.
- Exceptional communication skills, with the ability to convey technical information clearly to both technical and non-technical audiences.
- Demonstrated expertise in managing budgets, negotiating contracts, and overseeing large-scale IT projects.
- Solid analytical and problem-solving abilities, with a proactive approach to addressing challenges.
- Adept at adapting AI technologies and driving organizational change.
- Experience working with classroom technology and audio-visual systems is a plus.

To be considered for an interview, please submit the following information to the Office of Human Resources at hr@sjprep.org or mail to:

Joseph Dougherty, Director, Human Resources
St. Joseph's Preparatory School
1733 West Girard Avenue
Philadelphia, PA 19130

Deadline: July 18, 2025

- **Cover letter**
- **Resume**
- **List of three references (contact info only)**

For information on our mission and characteristics of the school, please visit our website at
www.sjprep.org

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