



Position **Director of Information Technology**
St. Xavier High School, Cincinnati, Ohio

Description The Director of Information Technology is one of the educational leaders of the school and will champion St. Xavier as a leader in Educational Technology.

The Director of Information Technology is a 12-month position that is a direct report to the Principal of St. Xavier High School. This position will require hours outside of the normal school day.

Primary

- Promotes technology use that will advance the school's mission
- Manages, supports and develops all IT personnel, promoting superior customer service and skill growth.
- Responsible for the school's technology, including but not limited to hardware, software and infrastructure.
- Manages the acquisition, maintenance and upgrades of all hardware and software.
- Manages and supervises all audio-visual needs and requests for the organization.
- Manages all aspects of network hardware components, including installation, maintenance and upgrades.
- Manages and supports wireless infrastructure and hardware.
- Creates and maintains documentation for software, licenses and processes.
- Implements and maintains the school network, including the security, integrity and preservation of school information.
- Works with Director of Technology Integration to ensure the educational technology needs of the students and faculty are met.
- Maintains an accurate inventory of all hardware and software, purchased both by St. Xavier and Auxiliary funding.
- Leads and manages Help-Desk requests, prioritizing students and faculty.
- Manages and sets the technology yearly budget.
- Supports all technologies used throughout the building while designing and encouraging pilot projects.
- Coordinates with external vendors to ensure seamless delivery of technology needs and services.
- Maintains all domain names.
- Oversees the creation, maintenance and deployment of all computer images.
- Punctual submission, maximization and usage of E-Rate reimbursement.
- Disseminates technology-related education to faculty via bulletins, presentations, etc.
- Maintains the telephone and voicemail system.
- Remains technically competent and engages in relevant professional development.
- Other duties as assigned.

Job Qualifications

The **Director of Information Technology** shall be a person who has a dynamic personality, is organized, well rounded, engaging, and who facilitates growth and collaboration inside and outside of the classroom. Additionally, the ideal candidate:

- Is motivated by the school's mission has evidence of mission-driven leadership in a school setting
- Possess a strong work-ethic with high ethical standards
- Has a minimum of five to seven years of relevant professional experiences
- Has relevant supervisory experiences
- Experience managing wireless networks, preferably Extreme Wireless
- Possess a bachelor's degree in a related field
- Has (or is willing to obtain) requisite field certifications
- Shows demonstrated track record of leadership experience in a school setting

Competencies

- Strong leader
- Engaging and approachable
- Practicing Catholic preferred
- Ability to delegate
- Communicator & collaborator
- Able to balance a variety of competing priorities
- Bold & decisive in decision making – able to take risk