



## **DIRECTOR OF TECHNOLOGY**

The role of **Director of Technology** (DoT) for Our Lady of Good Counsel High School (OLGCHS) is to support all aspects of Information Technology (IT) at the school. This position is a full-time, 12-month position reporting to the Principal.

### **HOW TO APPLY**

Applicants should submit resume, cover letter, and four professional references by email, by to Patti Perfetto, Assistant to the Principal at: [pperfecto@olgchs.org](mailto:pperfecto@olgchs.org). For best consideration, applicants should apply by January 29, 2021.

### **DUTIES**

#### **Leadership**

- Provide experience and expertise in the evaluation, deployment, and management of current and future IT systems for OLGCHS.
- 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 facilities, business, advancement, human resources, alumni relations and other non-academic functions.
- Recruit, organize, supervise, develop, and evaluate assigned IT support staff in accordance with OLGCHS priorities, budgetary objectives, and personnel policies.

#### **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 cost/benefit analyses for IT spending and initiatives.
- Keep current with the IT industry and evaluate emerging technologies; advise and educate the administration 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 to the technical aspects of the school information system (SIS) and learning management system (LMS) in order that the Principal and his team can establish coherent policies, strategies, and training for the use of computer technology.
- Collaborate with administration to: provide training for technology users as appropriate; 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.
- 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.

### **Legal compliance**

- Ensure IT 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 Educational Technology and members of the Principal's administrative team to maintain awareness of and plan effectively to meet the evolving IT needs of teachers.
- Collaborate closely with members of the President's administrative team (Facilities, Business, Advancement, Marketing, Admissions) to maintain awareness of and plan effectively to meet the evolving IT needs of 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 Principal.

## **EDUCATION AND EXPERIENCE**

- Degree or equivalent with major coursework or extensive experience in Technology, Educational Technology, Computer Science, Information Systems, or related field.
- Experience directing an IT operation, including supervisory experience.
- Experience working in an academic setting.

## **DESIRED QUALITIES**

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