Austin Preparatory School
Assistant Director of Technology

The Assistant Director of Technology is responsible for supporting the design, implementation, and operation of all technology related to Austin Preparatory School. Reporting to the Director of Technology, The Assistant Director is expected to work collaboratively to provide proactive departmental leadership in directing and controlling the School's technology resources to deliver optimal hardware and software performance. Simultaneous efforts required towards maintaining system integrity, safety, and security of information for all technology end users.

Responsibilities and duties:

Including, but not limited to, the following:

- Support the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian heritage.
- Attain a comprehensive understanding of Austin Prep's technology infrastructure and connected systems. Effectively manage the network infrastructure, hardware and software components, including routine hardware and software updates.
- Primary data management contact with responsibility for SIS data integrity, including API and SSO.
- Responsible for training and supporting Academic and Administrative staff related to academic management, admissions, online enrollment, and development process.
- Assist with user device maintenance and management, including inventory, deployment, repair, on-boarding and off-boarding employees and students.
- Train, support, and reinforce academic and administrative departments to be proficient and self-sufficient in the best practice use of campus technology.
- Provide support for the platforms used by the academic office in their launching of textbook and course/class registration.
- Continually investigate options to implement the best in class and cost-effective solutions to maintain optimal system performance within the Technology Plan.

- Collaborate with the Director of Technology and administrative team to continually develop and update the strategic departmental guidance that is the Technology Plan. The Technology Plan should be reviewed, discussed, and updated annually with actions implemented as directed by the Head of School and CFO.
- Evaluate, implement, and support effective technology systems for faculty and student to utilize while continually improving and enhancing curriculum delivery, student learning, and the overall educational experience at Austin Prep.
- Competently manage and support all student, faculty, and administrative technology devices and applications for on-campus and off-campus use.
- Provide campus-wide development and support of multi-media technology equipment, basic software applications and common operating systems, including but not limited to, the telephone system, door security, copier and printer support, internet service, servers, and other technology peripheral devices.
- Proactively participate in professional development to support the responsibilities of Assistant Director of Technology in an environment that continually and rapidly changes.
- Effectively communicate across all departments and with students, faculty and staff.
- Management of all school technology assets, including inventory management and service agreements, to minimize the risk of loss and downtime.
- Management of e-rate program, including working with third parties in the planning, processing and filing, to leverage maximum refund benefits of eligible technology expenses.
- Support activities and events across campus that promotes professionalism and includes the development of student, faculty, and staff competencies to manage and self-support their respective events, and departmental activities.
- Understand, assess, and implement new software and hardware technology needed to maintain optimal learning and administrative support in an environment where information is confidently safe and secure for all stakeholders.
- Provide hands-on support for department personnel, and work with students, faculty, and staff in a developmental, customer service fashion.
- Proactively anticipate essential and critical technology enhancements to avoid risk to information security, system unavailability, and to maximize system performance.
- Develop appropriate training materials for students, faculty, and staff.
- Other duties as assigned by Head of School, or CFO.

Essential Skills and Requirements

Including, but not limited to, the following:

- Experience/expertise in a SQL-based Student Information Systems (SIS) with high preference for Veracross.
- Understanding of identity management including experience with Apple School Manager, Azure, JAMF, Google Enterprise administration
- Understanding technology operations in an independent school environment.
- Comfortable with data management including import/export, query management, Excel, Google Sheets,
- Proficiency in leveraging database and interface management through Automated Programming Interfaces (API) to create value in the timeliness and accuracy of information systems across campus.