



**Academy of Our Lady of Peace**  
**Director of Technology**  
**Job Description**

**Position Overview**

The Director of Technology is a senior manager on the Executive Leadership Team, who provides leadership and assumes management responsibility for the direction, coordination, integration and implementation of technology across the OLP campus. Reporting to the Head of School, the Director of Technology will evaluate and implement technology solutions to support instructional, administrative and support services. Additionally, this position will oversee school site Technical Support staff, collaborate closely with the faculty to support instructional practices by leading as the Educational Technology specialist. The Director must manage data systems, build and implement tools that track both operational and educational success. This position also supports campus wide use of advanced technologies to improve accountability, student learning, accelerate and scale up the adoption of effective practices, and the use of data and information for continuous improvement. This position also works closely with our Head Librarian and the Instructional Practices and Technology Integration Director. This is a hands-on position with responsibilities that range from strategic, long range planning and implementation of system-wide technology solutions, to providing one-to-one, group training and support. The Director must have a firm understanding of how technology supports Educational outcomes through a solid IT infrastructure, where technology-funding sources can be accessed, and that a culture of collaboration and creativity will support success.

**REPORTS TO:** Head of School

**ESSENTIAL RESPONSIBILITIES:**

**Leadership**

- As a leader on the Executive Leadership Team, supports the OLP mission and philosophy.
- Supports in the creation and update of the school wide Strategic Plan;
- Works with members of the Executive Leadership Team and Curriculum Council to identify and promote the use of current and emerging technologies to support excellence in student learning and to improve services for all stakeholders;
- Forecasts needs, requirements and future direction for the OLP technology plan across the school, guided by the OLP Strategic Plan;
- Leads the development, writing, and implementation of the 3-year Technology Plan. Completes yearly updates, as needed;
- Collaborates with Executive Leadership team members, staff, and teachers along with external partners to present and implement cohesive technology across OLP;
- Recommends department budget in partnership with the Director of Finance and ensures function operates within fiscal guidelines;
- Supports annual audit procedures, and ensures all software decisions are in compliance to meet requirements for security, SOC, and firewall metrics in partnership with the Director of Finance;
- Participates in Executive Leadership team meetings. Represents technology team, but also demonstrates how technology can help other departments. Occasionally presents to the OLP Board of Director meetings or Board Committee meetings as necessary;
- Develops Total Cost of Ownership (TCO) and Return on Investment (ROI) analyses for proposed technology projects;
- Sets policy, regulations, system standards and operating procedures. Takes responsibility for all state and federal laws and policies as they apply to technology in private high schools;
- Supports in the implementation of student's technology training in partnership with members of the faculty, and Executive Leadership Team;

### **Information Systems**

- Provides leadership and assumes responsibility for all infrastructure including but not limited to, computers, servers, printers, copiers, bandwidth, routers, and backup systems. Also oversees Bell System and Phone System in partnership with the Director of Facilities;
- Systematically plans for the development and implementation of new, efficient and effective technology solutions that maximize OLP's resources and other external resources;
- Manages the RFP process and integration of all new software and IT systems, including necessary training and ongoing professional development for impacted employees;
- Leads and interfaces with the Executive Leadership team and technology partners to resolve technical problems, ensure stability and maintain availability;
- Manages operations of mission critical systems and technology platforms hosted and business applications used across the OLP campus including required backup of necessary systems;
- Oversees management of all dominant school wide technology software systems (such as Blackbaud, Raiser's Edge, Google, Zoom, ADP) and other information systems such that the quality, quantity, timelines, and facility of data retrieval and reporting support business office and site needs;
- Responsible for security firewall, site networks, and an integrated system;
- Oversees the service desk and support function so that staff, teachers and students have acceptable technical supports in place;
- Sets policy, in partnership with the Head of School, for the purchase and maintenance of computers, peripherals, and audiovisual equipment. Tracks inventory of computers, peripherals, and audiovisual equipment;
- Explores, evaluates, and implements innovative cost-saving Web 2.0, SAAS, and Cloud Computing solutions;
- Manages organization-wide voice systems with established vendors and explores new options including a three-year open bidding process;
- Supervises and evaluates technical staff and external consultants (as needed);
- Conducts regular training for staff and direct reports; develops training handbooks and guidelines;

### **Instructional Support**

- Collaborates closely with the Head of School, Assistant Head of School, and all members of the Executive Leadership Team to coordinate technology hardware, software and digital development to support classrooms, offices and departments; implements integrated instructional technology programs organization-wide;
- Works closely with the scheduling team (Assistant Head of School, Assistant Principal of Curriculum, Head Counselor, Registrar) to create and implement the school wide student/teacher schedule for the subsequent year;
- Builds and maintains positive working relationships with all areas of the OLP community, including the administration, faculty, staff, and student programs by completing regular visits, classroom tours, meetings, and trainings;
- Systematically shares the latest applications of technology as an instructional tool;
- Works with the Executive Leadership team and Curriculum Council in creating, implementing, sustaining and expanding the Technology Plan;
- Evaluates technology integrated instructional professional development programs to improve instruction.
- Accesses digital resources for classroom teachers and administrators.
- Works to develop and administer surveys to students and staff to measure effectiveness.

**Other Responsibilities:**

- Ensures Internet safety for students and staff through thoughtful policies and following laws and regulations that govern internet usage within a school environment;
- Communicates technology requirements to parents as needed;
- Supports on site events in partnership with the Executive Leadership Team as needed for academics, campus life, admissions, or advancements;
- Other projects as determined.

**REQUIRED QUALIFICATIONS AND EXPERIENCE:**

- Bachelor's Degree required; Master's Degree required in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology, or other equivalent disciplines); Doctoral Degree preferred;
- Technical certificates from Apple, Microsoft, Cisco, etc., preferred;
- Minimum 8 - 12 years progressively responsible experience in the development, installation and maintenance of information systems. Three years or more in a leadership role with supervisory experience required;
- Deep knowledge of computer systems, particularly Apple Macintosh OSX server and laptop expertise;
- Deep knowledge of networking with understanding of the OSI model and prefer ability to configure switches, wireless access points, and Firewalls;
- Ability to lead, plan and manage in an entrepreneurial, team oriented environment, in a challenging fiscal environment;
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations;
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines;
- Knowledge of classroom technology including document cameras, sound systems, projectors, cameras, etc. a strong plus;
- Knowledge of student data systems (i.e. Blackbaud, Powerschool, Google, Raizer's Edge, Zoom, etc.);
- Basic understanding of HTML and website development and maintenance required;
- Proven ability to negotiate and work with vendors and consultants;
- Proven ability to work effectively with parent, community and staff on various organization-wide, and Board Advisory Committees;
- Experience supervising professional level staff.