

**St. Mary's Academy  
Englewood, Colorado  
stmarys.academy  
January 2018 (later if necessary)**

*Faith, Community, Justice, Respect*

**Job Posting: Director of Information Technology**

**Mission Statement:**

*St. Mary's Academy fosters excellence in each child through academic achievement, spiritual development and service. The Loretto School Values of faith, community, justice and respect provide the foundation for students to be powerful agents of change.*

St. Mary's Academy (SMA), a Catholic independent school sponsored by the Sisters of Loretto, is comprised of three schools: the Lower School is co-ed Junior Kindergarten through grade 5; the Middle School is co-ed grades 6-8; and the High School is all-girls. SMA is the only all-girls high school in Colorado. Students come from the greater Denver metro area and are of various religious, ethnic and socio-economic backgrounds.

*Please see website for school history*

Enrollment for 2017-18 is as follows: 261 girls in grades 9-12; 213 boys and girls in grades 6-8; 207 boys and girls in Junior Kindergarten through 5<sup>th</sup> grade. There are 82 faculty members and 20 staff on campus; 60% of faculty holds advanced degrees. Forty-four percent of families are Catholic and 31% of the student body is students of color.

The school is accredited by the Association of Colorado Independent Schools (ACIS) and is a member of the National Association of Independent Schools (NAIS) and the National Coalition of Girls Schools (NCGS). Other affiliations include the National Catholic Education Association (NCEA), 3A Metropolitan League, the Colorado High School Activities Association and the Online School for Girls.

**Overview of Responsibilities**

The Director of Information Technology is responsible for the planning, organization, and execution of all IT functions at the school. As the leader of the Information Technology Department, he/she works in partnership with the President and Administrative Team in establishing the vision and implementation of the campus technology plan.

**Position Type/Expected Hours of Work**

This is a full-time, exempt position. SMA office hours of work are Monday through Friday, 7:30am – 4pm. This position periodically requires long hours and frequent weekend work. Note: Currently, there is a weeklong paid break in November, approximately two weeks paid break in December, and a week paid break in March. In addition, summer hours are reduced.

**Salary**

Competitive salary commensurate with experience.

**Qualifications:**

- Bachelor's degree in computer science or related field, or related experience
- At least 5 to 10 years of related supervisory experience, preferably in a school setting

**EDUCATING DENVER SINCE 1864**

**JUNIOR KINDERGARTEN THROUGH GRADE 8 - CO-EDUCATIONAL  
HIGH SCHOOL - ALL GIRLS**

- High-energy and enthusiastic about working in an academic atmosphere
- Forward thinking – committed to understanding and shaping vision for the future of independent schools
- Outstanding interpersonal and communications skills, with a professional and empathetic approach
- Exceptional organizational skills
- Excellent oral and written communication skills
- Detail oriented and able to work collaboratively

**Reports to:** Academy President

**Manages:** Director of Infrastructure Technology, Director of Instructional Technology

**Chair of:** Technology Committee

**Member of:** Administrative Team, Safety/Security Committee, Building and Grounds Committee

**Responsible for:**

- Overseeing budget and operation of the Technology Department
- Selecting, managing, and evaluating Technology Department staff
- Establishing job descriptions and responsibilities for Technology Department staff
- Planning, establishing and administering overall policies and goals of Technology Department with special attention on reliable performance and security
- Overseeing management of network functions: *Email, VOIP Phone System, User Accounts and File Services, Printer and Print Services, Device/Machine Setup & Maintenance, Infrastructure Technology (Network, Wireless)*
- Technology Overview for New Employees and New Students (Acceptable Use Policy, essential tools - Network Logon, Google Apps, Web Filter)
- Evaluating software and hardware needs, solutions and vendors
- Developing network operations budget and meeting approved budget levels
- Management, auditing and review of IT inventory
- Analyzing needs of campus divisions and departments to determine ways to meet objectives by modifying or developing processes or processing systems
- Leading implementation of new systems in conjunction with department and division heads
- Bringing major information technology issues to Administrative Team and the Technology Committee, including policy proposals, new initiatives and strategic plans
- Coordinating with department and division heads on projects that will utilize or impact network infrastructure
- Preparing and coordinating the sale of surplus technology equipment
- Coordinating the responsible disposal of obsolete or unusable technology equipment, with emphasis on secure destruction of data
- Timely communication of planned upgrades, outages or performance issues
- Ensuring professional, reliable and timely resolution of user issues
- Management of the internal Helpdesk ticketing system
- Other duties as assigned by Academy President

**Authorized to:**

- Establish and approve scheduling of Technology Department staff
- Perform annual performance review of Technology Department staff

# ST MARY'S ACADEMY

FAITH COMMUNITY JUSTICE RESPECT

- Recommend professional development for Technology Department staff
- Approve work orders for maintenance requests relating to technology
- Approve cost recovery or disposition options for older, unused / unneeded or obsolete tech equipment

## **Experience with / Understanding of:**

MS Active Directory including PowerShell  
Networking (Security, Config, Monitoring, SNMP, VPN, SSL)  
Networking (Config and Connections)  
VMWare Virtual Server Platform  
Veeam Backup  
Palo Alto Firewall  
MDM Solutions  
Apple School Manager/DEP  
Mac OS (Desktop and Server)  
Windows OS (Desktop and Server, Virtual Machines)  
Programming Language / Scripting Basics  
Computer Hardware Basics  
Command Line Instructions (Unix and Windows)  
Raspberry Pi (Config, Management, Troubleshooting)

## **Knowledge of / Ability to learn:**

FinalSite Web Platform  
PCR Educator  
Blackbaud Database Applications  
Destiny Library Database Server  
Asterisk VOIP phone system  
SpiceWorks (Helpdesk, Inventory and Network Monitoring)  
Wufoo Web Forms  
Paypal Integration  
iLife Suite (iMovie, iPhoto, iTunes, Garageband, iDVD)

## **Other Attributes:**

- Technical capability
- Ability to work well with a range of constituents (faculty, staff, administrators, students, parents, vendors, etc.)
- Business acumen
- Strategic thinking
- Customer/client focus
- Collaborative
- Creative problem-solver
- Solution oriented
- Open to new ideas or alternatives

## **PROGRAM**

The programs of the three schools are guided by the desire to provide not only an excellent academic program but also one that is imbued with Loretto values. St. Mary's Academy provides an education of the highest form, integrating the mind, body and spirit. Students are empowered to develop and encouraged to use their unique gifts as they become self-confident, faith-filled adults who will go out and make a positive difference in the world.

## **EDUCATING DENVER SINCE 1864**

**JUNIOR KINDERGARTEN THROUGH GRADE 8 - CO-EDUCATIONAL  
HIGH SCHOOL - ALL GIRLS**

### **SCHOOL COMMUNITY**

The entire school community clearly embraces the Loretto School Values of faith, community, justice and respect. Educational excellence, along with the Loretto identity, permeates all aspects of school life. Committed to diversity on campus, St. Mary's Academy is the first school to partner with The Challenge Foundation in Denver, a local non-profit organization that serves high-achieving students from low-income backgrounds. The foundation identifies students who are capable of performing in a rigorous college preparatory program and supports them from grade 6 with tuition assistance, mentoring, family support and other "wrap-around" services to ensure student success.

Parents emphasize the strong sense of community, reporting that the school promotes the dignity and individuality of each student. They point to the nurturing culture that is able to co-exist with an academically challenging program. Students are happy and joyful, connecting with each other in peer groups as well as across divisions. They say that their teachers want them to succeed, and that they receive encouragement and support throughout their years at SMA. High School girls value tremendously that they learn self-advocacy and self-empowerment, developing their voice as they venture out into the greater world.

The faculty is deeply committed to SMA as evidenced by their cumulative years of service to the school. There is an appreciation of the long tradition of the school as well as the knowledge of innovations in education today. The culture and ethos of the faculty is one of a strong sense of community who value the opportunity to do good and meaningful work. They are guided by a deep understanding of what it means to teach at St. Mary's Academy, showing care, compassion and concern for their students as well as dedication to ensure the success of the students through participation in all aspects of school life.

### **SEARCH PROCESS**

The Search Committee plans to complete the search by January 2018.

Candidates should submit the following materials as soon as possible:

- Cover letter explaining why they are interested in and qualified for the Director of Information Technology position at St. Mary's Academy
- Current resume
- Names, e-mail addresses, and telephone numbers of five references
- Two written letters of reference

Electronic submission of materials is required. **Please send materials in a consolidated pdf format to:**

Bill Barrett  
Academy President  
St. Mary's Academy  
bbarrett@smanet.org

### **SEARCH CALENDAR**

Applications Due – Late November 2017

Semi-finalists interviews – Early December 2017

Finalist interviews – December 2017/January 2018

Appointment of new Director of Information Technology – January 2018 for a start as soon as possible

## **EDUCATING DENVER SINCE 1864**

**JUNIOR KINDERGARTEN THROUGH GRADE 8 - CO-EDUCATIONAL  
HIGH SCHOOL - ALL GIRLS**

