



ST. JOHN'S PREP

Managing Director of Information Services

St. John's Prep is an inclusive, Catholic, Xaverian Brothers Sponsored School for young men in grades 6 through 12. Founded on the Xaverian values of compassion, humility, simplicity, trust and zeal, we educate students to be, do and stand for good in the world. We enroll 1,500 students from more than 60 communities.

In this new leadership position, the Managing Director of Information Services serves as a primary technology leader for the school community. The ideal candidate will demonstrate the ability to develop and implement the school's technology plan, and use technology resources to manage and leverage information in support of the school's mission. This position reports to the Chief Financial Officer.

Responsibilities:

- Model a collaborative, team approach.
- Oversee and coordinate the work of the Information Services Department in order to meet the needs of the school community.
- Manage all school technology systems, hardware and infrastructure.
- Provide leadership in developing staff and financial resources necessary to support the mission of the School.
- Work with the Assistant Principal for Teaching and Learning to implement initiatives designed to integrate technology with the academic program.
- Assist faculty, staff and students with technology-related initiatives.
- Review and evaluate technology plans, associated budgets, and related staff position to ensure campus wide consistency and efficient use of resources.
- Collaborate with the Information Services Department staff to streamline administrative tasks through the use of technology.
- Ensure compliance with industry standards in all areas of network and infrastructure operations.
- Oversee the evaluation, acquisition, implementation, and development of technology resources to support and enhance the business needs of the School.

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Qualifications and Skills:

- 5 to 7 years experience in IT management.
- Demonstrated competence in areas of technology integration, network design and management.
- Solid knowledge of current and evolving security technologies.
- Deep understanding of wireless networking standards; Aruba preferred.
- Proficient in use of hardware and software tools associated with technology services.
- Experience with Apple eco-system, Google apps for Education, and SIS and LMS platforms preferred.
- Knowledge of contemporary issues in the use of technology media, specifically in the educational space.
- Demonstrated ability to build and facilitate a team approach based on collegial leadership.
- Strong project management skills.
- Keen organization, leadership and administrative skills.

Interested candidates are asked to send a cover letter, résumé, a written statement of your philosophy of instructional leadership, and academic transcripts, to Tracii Schaeublin at tschaeublin@stjohnsprep.org by February 28, 2018.

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