

ST. MARY'S SCHOOL
JOB DESCRIPTION

DIRECTOR OF TECHNOLOGY AND INNOVATION

Reports to: Chief Financial Officer

Status: Salaried, exempt, full-time, 12 month position

Purpose: To develop and implement the vision for academic and information technology at St. Mary's School and create an environment where innovation is welcomed. To lead a team of technology specialists and educators in managing the technology infrastructure and curriculum and provide instructional and technical support to students, faculty, staff, and parents.

Duties:

- Provide dynamic leadership, vision and direction for campus wide technology applications, initiatives and support services.
- Develop and implement academic technology plan with focus on innovation and STEM.
- Ensure the integrity and continual operation of campus network infrastructure and mission critical operations.
- Maintain security and privacy of the information systems, communication lines and equipment.
- Develop, review and certify all back-up and disaster recovery procedures and plans.
- Collaborate with faculty and staff to work towards strategic goals that can be addressed by instructional technology and innovative solutions.
- Provide leadership in operational and strategic planning related to instructional technology.
- Work with the Dean of Academic Studies and Division Heads to assess faculty and student technology competency levels. Identify and assist with programs that help students achieve those competencies.
- Develop, coordinate and assess training programs on new and updated systems, procedures and applications.
- Analyze, research, organize and supervise technology related projects.
- Direct department personnel for the purpose of prioritizing project deadlines and ensuring optimal utilization of human resources. Perform personnel administrative functions, including hiring, developing, training, supervising and evaluating department staff to ensure that departmental goals are achieved.
- Oversee the development and management of the school website.
- Collaborate with school administration to identify and solicit external funding sources for academic technology initiatives.
- Research and forecast trends, products, equipment, etc, making recommendations for system enhancements, long term strategic planning, technical acquisitions and product implementation.

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- Recommend technology solutions and resource requirements to maximize the value of the school's information technology resources, to accomplish business objectives and to support institutional goals.
- Negotiate and manage vendor bids, agreements and contracts for hardware, software and technology related services.
- Supervise the ordering, acquisition, inventory and disposition of hardware and software.
- Responsible for technology department budget preparation and management.
- Other duties as required.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Requirements:

1. Master's degree in educational technology, computer science, information technology or related field.
2. Minimum of five years progressive experience in information or instructional technology with a proven ability to successfully lead and direct a team. Experience in a school environment preferred.
3. Able to read, analyze, interpret and apply complex technical information.
4. Strong written and oral communication skills with an ability to effectively communicate technical information to all stakeholders of the school.
5. Exceptional interpersonal skills with a strong customer service focus, user-centered attitude and a desire to work in a team oriented environment.
6. Highly ethical team player.
7. Strong analytical and logical problem solving skills with a proven ability to create result-oriented action plans.
8. High energy, self-starter with ability to successfully prioritize and multi-task in an atmosphere in which time sensitive deadlines are the norm, as are interruptions.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, lift, carry, push, pull, stoop, kneel, crouch, hear and use their hands to finger, handle or feel.