



**JOB TITLE: Director of Information Technology**

**STATUS: Full time, exempt**

**AREA: Information Technology**

**JOB DESCRIPTION:**

The Director of Information Technology is responsible for providing leadership, planning, and management for the development, acquisition, implementation, and support of the technology infrastructure and information services at Cannon School. The Director is a hands on position that supervises a small IT support team while providing service and support to all members of the school community. This position reports to the Director of Institutional Technology.

The scope of the job is broad and includes, but is not limited to, the following:

- Supervising, training, assisting, guiding and evaluating all subordinate staff; assigning technology staff priorities and activities; and monitoring office work flow;
- Supervising the IT Helpdesk to provide on-site and remote support to faculty, staff and students concerning hardware and software;
- Managing IT projects and coordinating IT project work with other departments to ensure proper, on time, completion of work within established budgets;
- Interacting with key personnel on internal and external operations that are impacted by the capture, storage, processing, and dissemination of information;
- Collaborating with the Director of Institutional Technology to develop and oversee technology budgets and manage technological functions that support the academic program, along with facilitating seamless, efficient implementation of educational platforms at a technical level;
- Ensuring the continual functioning of mission critical operations including file servers, email systems, internet service, wireless network, internal web servers and website services, physical plant systems, security systems, and VOIP phone systems.
- Remaining current on trends, research, applications, and effective practices related to the technology infrastructure;

- Establishing and evaluating performance standards for the school's information technology services;
- Reviewing and negotiating preferred vendor relationships including equipment procurement and maintenance, software licensing, installation, and upgrade continuity;
- Managing platforms and databases for constituencies including the admissions, advancement, and business departments;
- Holding primary responsibility for the back-up, security and stability of the school's systems and data in response to accidental outage or damage, natural disasters, malicious attack, and other threats;
- Overseeing hardware distribution, inventory database of school's hardware/software and maintenance cycles;

**Qualifications:**

The ideal candidate will possess:

- Excellent interpersonal skills
- Ability to work collaboratively to achieve collective goals
- Experience serving as an IT director or managing a technology team and corporate/institutional technology infrastructure
- BS or BA in Computer Science, Systems Management or related field
- Broad knowledge of IT operations and associated concepts and technologies to include: TCP/IP networking, switching/routing, firewalls, network security, backup and disaster recovery, Windows Server, Active Directory, Exchange Server, Server Virtualization, Storage Area Networks, VoIP, etc.
- Experience with VoIP phone systems
- Flexibility in all areas of work life
- Experience creating and implementing operating plans and goals
- Outstanding organizational skills, with ability to juggle long-range planning while prioritizing and completing multiple tasks simultaneously
- Solution-driven and improvement-oriented mentality
- Previous experience with independent schools preferred but not required