



## Director of Information Technology Job Posting

Jesuit High School (JHS) is a Catholic, college preparatory school in the Jesuit tradition. Located on the border between Portland and Beaverton, Oregon, JHS is recognized locally and nationally for excellence and innovation in all of its programs. Jesuit High's motto, Age Quod Agis ("Do well whatever you do"), follows in the five-century tradition of St. Ignatius, who demanded that Jesuit schools make use of the best pedagogical practices of the day to allow students to flourish. We are seeking professionals who have the ability to provide academic, educational and personal inspiration to our students, toward our goal of preparing "men and women for others".

We are seeking an **IT Director** who has the ability to be in both the strategic and the tactical realms – someone who has the vision of the overall technology structure and also has the ability to implement it. Collaboration with others in the organization and a service-oriented focus are imperative for success in this role. Presupposition of good and respect for all are key aspects of our culture at JHS.

### Responsibilities:

- Design, develop, implement, execute, support, and maintain technology solutions to achieve the goals of the organization
- Collaborate across functions and departments to support our mission of education for all
- Lead, mentor, and manage the IT department and team (3-4 employees), supporting infrastructure, AV, and helpdesk
- Evaluate and manage technology security, privacy, and risk. Work with CFO and others to manage digital security risk for the organization
- Develop the annual technology budget
- Understanding of, and experience with, education related laws and regulations (PCI, CIPA, FERPA, HIPAA, GLBA)
- Ensure data integrity, back up integrity, and effective disaster recovery plan in place
- Manage and implement a variety of SaaS platforms such as MDMs, Apple School Manager, PowerSchool, Canvas, etc.
- Understanding of Office365, Google, and Apple cloud services
- Facilitate and implement integration as needed to provide authentication, rostering, and other critical data to improve efficiency and accuracy of data-based services
- Facilitate electronic books and digital learning tools in collaboration with the VP of Professional Development
- Proficiency with managing iPad 1:1, Mac, and PC environments
- Familiarity with IoT ecosystems; security cameras, automated athletics camera systems, digital display technology, access controls, environmental controls, and vape detectors
- Facilitate and collaborate with other departments to implement appropriate and secure sales and credit card processing systems
- Manage hardware inventory and purchases
- Evaluate and manage technology contracts
- Any other aspects of leading the IT department



### **Director of Information Technology (con't)**

Requirements:

- Bachelor's degree in an appropriate technical discipline; Masters or MBA a plus
- Minimum of five years (preferably 10+) of experience in IT management, preferably in an educational environment
- Established and demonstrative success in:
  - Leading a technology department and team
  - Developing, implementing, executing, and maintaining a comprehensive technology environment (at the level of supporting an organization of 150+ faculty/staff and 1300 students)
  - Research and evaluation of various technology solutions
- Critical thinking skills and general business/organizational knowledge
- Deep understanding of general aspects of technology – including, but not limited to, system administration, network management, telephony, system & data security, back up and disaster recovery planning, databases, applications and integration
- Intellectual curiosity, desire to learn new applications, how they integrate, and collaborate with others to evaluate new technology
- Experience implementing organization-wide applications and processes
- Experience in an educational setting a plus; experience with PowerSchool SIS a significant plus
- Hands on experience with Cisco/Meraki hardware and telephony ecosystem a plus
- Demonstrated commitment to the mission and values of a Jesuit education

This is a full-time, exempt position working on Jesuit High School's beautiful campus in SW Portland / Beaverton. Benefits include health, dental, vision, life, STD, LTD, sick pay, vacation pay, and 403(b). Tuition remission is available based on a schedule.

To be considered for the IT Director position, please send a cover letter and resume to [hiring@jesuitportland.org](mailto: hiring@jesuitportland.org).

Notice of Non-Discrimination: Jesuit High School provides equal employment opportunities to all qualified persons without regard to race, color, religion, gender (sex), national origin, age, veteran status, sexual orientation, gender identity, disability, genetic information or any other characteristic protected by law. Jesuit High School provides equal employment opportunities without regard to religion when Catholic faith is not a job requirement.

Open: As of July 15, 2024