DIRECTOR OF INFORMATION TECHNOLOGY

Position Title	Department	Reports to
Director of Information Technology	IT	President
Employment Status	**FLSA Status**	**Effective Date**
☐ Temporary ☒ Full-Time ☐ Part-Time	☐ Non-Exempt (paid hourly) ☒ Exempt (salaried)	ASAP

POSITION SUMMARY

Reporting to the President, this is a permanent, full time, year-round, and exempt position. Compensation includes a full array of employee benefits. This position is located at Strake Jesuit College Preparatory in Houston, Texas. Strake Jesuit is looking to be fill this position as soon as possible.

The Director of Information Technology is a pivotal administrator at the school responsible for the school's technological landscape. This position demands a effective communicator and strong collaborator who will work intimately with other administrators, notably the Director of Operations and the Assistant Principal for Academics. The role encompasses strategic planning and execution of technology initiatives that align with the school's mission, educational goals, and Jesuit Catholic values. A key aspect of this role is managing and ensuring the delivery of effective customer service to students, faculty, and staff. This involves not only overseeing the technology infrastructure and digital resources but also ensuring that these services are accessible, user-friendly, and responsive to the needs of the school community. The Director will lead a talented dedicated team within the IT department with focus and direction to provide robust support and innovative solutions, enhancing both educational and administrative functions. This position is crucial for integrating technology in ways that enrich the learning experience for its 1400 students and empower its 200 faculty and staff members, across the expansive main campus and the Retreat & Leadership Center located two hours north of Houston while ensuring standards for high availability (**HA**) and performance are incorporated throughout.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Leadership and Strategy:

  - Develop and implement a strategic IT plan aligned with the school's educational goals and Jesuit values.
  - Lead, mentor, and manage the IT department, including 5 employees and 2 interns.
  - Collaborate with academic and administrative leaders to enhance the school's technological capabilities.
  - Establish and maintain relationships with vendors and partners.

Infrastructure Management:
  - Oversee the maintenance and enhancement of IT infrastructure across both campuses.
  - Ensure reliable network connectivity, data security, and system integrity.
  - Administer the one-to-one iPad program for students and manage the distribution of iPads and MacBook Pros to faculty.

Educational Technology Integration:
  - Promote the effective use of technology in teaching and learning through close collaboration with instructional leaders and instructional coaches.
  - Provide training and support to faculty and staff in integrating technology into the curriculum and the classroom environment.
  - Evaluate and implement educational technology tools and platforms to facilitate the close collaboration with colleagues, in particular the Assistant Principal for Academics.

Cybersecurity:
  - Develop and maintain robust cybersecurity strategies and protocols to protect the school's digital assets and sensitive data; both on campus and for remote users.
  - Conduct regular security audits and risk assessments to identify vulnerabilities.
  - Implement and oversee cybersecurity training for all staff and students to promote awareness and best practices.
  - Manage incident response planning and execution in the event of a security breach.

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Budget and Resource Management:
  - Develop and manage the IT budget.
  - Ensure cost-effective allocation and utilization of resources.

Policy and Compliance:
  - Develop and enforce IT policies and procedures.
  - Ensure compliance with legal and educational standards, including data privacy laws.

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Bachelor's degree in Information Technology, Computer Science, or a related field; Master's degree preferred.
- Minimum of 5 years of experience in IT management, preferably in an educational environment.
- Strong leadership, staff development, and team management skills.
- Proficiency in managing Apple and Microsoft products, network administration (Cisco, Meraki, various utilities, and monitoring systems/platforms, etc.), and educational technology platforms.
- Excellent communication, organizational, team building and problem-solving skills.
- Demonstrated commitment to the mission and values of Jesuit education.