



Director of Technology
Full-time
Twelve month

The Director of Technology reports to the Principal and is responsible for assessing, procuring, implementing, and maintaining relevant technology for teaching, learning, and all school departments.

The Director of Technology is responsible for all areas of computer and network system infrastructure. He or she performs the installs, maintains, and ensures the operation of the local area network and associated computer hardware and software. The Director of Technology evaluates the networking and computer system needs of the school and plans improvements and modifications to existing infrastructure. He or she ensures availability of all network resources to system users, and plans, coordinates, and implements network security measures. The Director of Technology also provides day-to-day onsite administrative support for all software users and supervises the Assistant Director of Technology.

Specific duties include the following:

- Oversees and directs long range planning for school technology use.
- Working with other administrators in developing and enforcing acceptable use of technology policies.
- Configuration of networking equipment such as network switches, firewalls, web filters, and wireless access points.
- Installation, maintenance, and management of server hardware and operating systems.
- Monitoring logs and events to ensure system security and monitors network traffic for malicious activity.
- Configure data protection solutions and confirm backup jobs run successfully.
- Provide technical support to students, faculty, and staff.
- Administer Microsoft Office 365 environment and email accounts.
- Integrate and manage 3rd party services authenticated through Microsoft Azure.
- Administer web servers running on Microsoft IIS and Apache.
- Administer and maintain Moodle server running on Apache, and MySQL.
- Support and oversee new software installations and existing software upgrades.
- Other duties as may be assigned by School leadership from time to time

The ideal candidate will meet the following minimum requirements:

- Bachelor's degree in Informational Technology or a related field, Master's preferred.
- Previous experience in an academic setting.
- Strong knowledge of current trends in educational technology.
- Management and staff supervision experience preferred.
- Possesses a genuine enthusiasm for and interest in the co-curricular aspects of the school community.
- Has a willingness to animate the Catholic and Jesuit mission of the school and its philosophy and values.
- Excellent communication and interpersonal skills.