



Growth. Values. For Life.

## **JOB DESCRIPTION**

**JOB TITLE:** Director of Technology

**DEPARTMENT:** Administration

**GENERAL DUTIES:** The Director of Technology is responsible for the strategic direction, as well as the coordination, integration, and implementation of information technology throughout the academy.

**REPORTS TO:** President of Ursuline Academy

### **SPECIFIC DUTIES:**

#### **Development and Implementation of Technology Plan:**

- Leads the development of and regular revisions to the academy's technology plan
- Leads strategic planning initiatives related to technology and information systems including, but not limited to: 1-1 laptop program, technology infrastructure in learning spaces, global recognition for technology, etc.
- Establishes the strategic direction for technology and prepares cost / benefit analysis for various selected approaches for technology deployment
- Develops and communicates the vision for effective use of information technology
- Forecasts academy needs and recommends Information Systems upgrades and replacement projects
- Oversees technology implementation projects
- Develops and administers departmental budget and project-specific budgets
- Supervises technology team and ensures that information technology services are fully supported throughout the academy
- Ensures department is meeting its objectives throughout the year
- Leads and facilitates meetings of the academy's Technology Committee, which may include participation by members of the Technology Committee of the

Board, to provide regular assessments on the academy's use of technology and for planning strategic direction for the future

### **Teaching and Learning with Technology:**

- Collaborates with the Academic Team to organize and present a cohesive integration of technology to aid instruction. Have a vision for future uses of technology in the curriculum
- Maintains the availability and performance of network, application, database, and web services used for school administration and to facilitate instruction, including:
  1. Local area network (wired and wireless)
  2. Internet connectivity
  3. Email
  4. File and printer
- Develops, implements, and oversees campus wide technology support strategy
- Establish systems for educators to access, preview, or receive training in hardware usage and software applications
- Explores and recommends professional growth opportunities to enhance the technological skills of the faculty and staff
- Evaluates needs, makes recommendations, negotiates, and aids in the writing of bid specifications for the purchase of administrative and instructional hardware and software solutions

### **Technology for Business Operation of the Academy:**

- Coordinates with the academy's Core Team to understand needs, and recommends policies, regulations, system standards, and operating procedures for Information Systems used in daily operation of the academy
- Maintains the availability and performance of network, application and database services used by the academy's business office
- Leads the preparation of bid specifications for the purchase of Information Systems hardware and software for use in conducting academy business
- Develops, implements and maintains backup, recovery and physical security procedures for Information Systems, including regular risk assessments
- Negotiates contracts and manages relationships with technology service providers
- Plans and coordinates technology support strategy for business office

**Work Ethics:**

- Maintains confidentiality at all times regarding the Ursuline community
- Attends all required meetings and willing to perform all other duties as assigned
- Contributes by personal example to an atmosphere of faith commitment in a manner consistent with Catholic values and our founder, St. Angela Merici
- Respects, cooperates and maintains a positive attitude with colleagues (faculty and staff), students, parents, and alumnae and exemplify the core values

**EDUCATION:** Bachelor’s degree required; major in Management Information Systems (MIS), Business Administration, Education, or other field with commensurate experience

**EXPERIENCE:** Minimum of five years of progressively responsible experience leading the development, installation and maintenance of information systems, preferably in an education, non-profit, or public sector environment. Experience managing a technology team highly preferred

**COMPETENCIES NEEDED:**

A strong interpersonal, communication, and leadership skills are required to interact with educators, students, colleagues, and staff. The ability to work effectively with parents and staff on various academy and Board advisory committees, including reaching out to collaborate with professionals from other schools is required. Organizational proficiency to direct operations of the technology department and manage interaction with academy’s technology service providers is required. A track record of project management competence is helpful.

**PHYSICAL DEMANDS:**

The position requires frequent walking, standing, bending, talking, and lifting of up to 25 pounds as a regular part of the job. Specific vision ability required including close, distance, peripheral vision and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**WORK ENVIRONMENT:**

The noise level in the work environment is moderate. The employee may be exposed to possible extreme weather conditions, and infectious diseases. While performing the duties of this job the employee will occasionally be exposed to weather conditions of extreme cold and or extreme heat.

**Employee Name:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_