Executive Director of Technology
Bishop Machebeuf High School

Reports to: Principal

Classification: Exempt

Work Hours/Days: Year-round/38.5+ hours per week

Typical Work Hours: School Day

Revised: 2/25/19

Required Job Requirements:
- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines).
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.

Preferred Job Requirements:
- Strong understanding and experience setting up, configuring, and managing network components including but not limited to: switches, multiple VLANs on the network, an enterprise wireless network with multiple AP's, and network operating systems.
- Strong understanding and experience working with MS Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows 10, Microsoft Server.
- Excellent troubleshooting skills – ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization-- specifically, working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc.
- Knowledge of student data systems.
- Proven ability to negotiate and work with vendors and consultants.
- Proven ability to work effectively with parent, community and staff on various organization-wide, and Technology Advisory committees.
- Experience supervising staff.

Overview:
The Executive Director of Technology provides vision and leadership for developing, implementing and managing information technology (IT) initiatives and functions to enhance teaching, learning, communication and school management. This individual will assist staff members, teachers, and students with specific technology questions. This individual will be proactive in assisting students and faculty in using all technology resources. Candidates must have respect for the teachings of the Catholic Church and the ability to maintain confidentiality. The Executive Director of Technology is a full-time, 12-month annual salaried position. The Executive Director of Technology reports to the Principal.

Responsibilities
The following is illustrative, but not exhaustive, of the scope of responsibilities of the Executive Director of Technology at Bishop Machebeuf High School:

Vision and Direction
- Provide direction in the application of technology related to the school's present and future needs.
- Collaborate with administration and teachers to provide vision to better utilize technology in the classroom with an outcome of improved teaching and learning.
- Update School Technology Plan and determine its impact on the technology capital and operating budgets.
- Write grants and scope documents for technical programs, tools or instructional technology.
- Supervise and support students throughout the day.
- Ensure the ethical use of technology.
- Supervise the selection, acquisition, development and installation of major information systems.
- Produce data reports requested by the Principal.
- Operate and oversee the use of all A/V technology for events such as Mass, guest speakers, school events, etc.

Technology Management

- Manage and support Microsoft Active Directory.
- Manage Virtualized Server environment.
- Manage and support Office 365 environment for email, communication, and collaboration.
- Manage and support the Learning Management System, currently FACTS SIS, and interact with FACTS Technical support.
- Manage and support all school owned software programs.
- Serve as first point of contact for hardware, software, phone, printer and network problems.

- Work with the BMHS consulting company, Optimum Networking, for all network upgrades, switch replacements, server upgrades, and network related projects.
- Management of the VOIP Phone System, currently Mitel.
- Manage and support Network Resources both wired and wireless.
- Manage teacher, staff, and student laptops via Faronics Deep Freeze.
- Utilize and manage software deployments to install and update software across all users.
- Utilize and manage security software/appliance to protect the IT resources from unauthorized usage.
- Manage content filtering system to meet CIPA and other regulatory compliance.
- Ensure proper data management and complete necessary reporting regarding staff and student records.
- Manage and control door security, timing, bell system, and security camera system.
- Operate and oversee the use of all A/V and computers for Masses, school events, and presentations.
- Implement and manage IT budget for each fiscal school year.
- Maintain and update the technology portions of the school handbook and the Parent/Student handbooks.

Knowledge and Skills
- Possess an enthusiasm for the Catholic faith, technology and education.
- Previous experience in an education environment or a background or degree in Educational Technology preferred.
- Experience supporting a multi-user network including network switches, wireless Systems, NAS, firewalls and switches.
- Understands domain controllers and active directory management.
- Understands security risks and has experience with content filters.
- Able to define problems and implement appropriate solutions.
- Ability to work with all levels of school administration in using technology to support the vision for the school.
- Ability to effectively communicate with all users – adults and students.
- Motivated self-directed individual who thrives working on multiple deadlines and is comfortable prioritizing needs of the organization.
- Proven skills in written and verbal communication, negotiating with vendors, contractors, and others, budget preparation and monitoring, planning and organizing.
- Knowledge of Microsoft Azure, Office 365, and Faronics Deep Freeze.
- Knowledge of A/V systems.
- Knowledge of budgeting and financial principles.
- Knowledge of compliancy standards such as ITIL, CISP, GDPR, CIPA, etc.