

Director of Technology
Guerin Catholic High School

St. Theodore Guerin High School is searching for a Director of Technology.

Description

The primary responsibility of the Director of Technology is to provide for the planning and implementation of technology to enhance teaching, learning, communication and school management. This individual will assist staff members, teachers, and students with specific technology questions. In coordination with the Education Technology Specialist, this individual should be proactive in assisting students and faculty using technology. This person will oversee and manage most level one support items and escalate issues to a third party vendor when necessary. Candidates must have respect for the teachings of the Catholic Church and the ability to maintain confidentiality. St. Theodore Guerin High School is a Roman Catholic college-preparatory school located in Noblesville, Indiana, a northern Indianapolis suburb. The Director of Technology is 12 month, salaried position.

Responsibilities

The Director of Technology is responsible for the following areas:

- Provide direction in the application of technology as it relates to the school's present and future needs.
- Collaborate with Education Technology Specialist, administration, and teachers to provide vision for a 1:1 school environment to better utilize technology in the classroom to improve teaching and learning.
- Assist the Education Technology Specialist to oversee the design of professional development programs.
- Provide leadership and support of student 1:1 program and other educational technology tools.
- Manage and support the active directory
- Manage and support the Learning Management System, currently Canvas.
- Manage and support the Student Information System with the Database Coordinator
- Lead a team to serve as first point of contact for hardware, software, phone, printer and network problems.
- Escalate problems that cannot be resolved in-house to a third party managed provider
- Update the school's Technology Plan and its impact on the technology capital and operating budgets.
- Manage relationships and projects with outside vendors.
- Write grants and scope documents for tech programs, tools or instructional technology.
- Manage 1000+ user Google Apps environment.
- Utilizes software deployment (Filewave) to install and update software across all users.

Knowledge and Skills

- Possess an enthusiasm for technology and education
- Working knowledge of Apple and PC hardware/software
- Apple certification would be beneficial but no required
- Previous experience in an education environment or a background or degree in Educational Technology preferred
- Experience supporting a multi-user network
- Understands domain controls and active directory
- Understands security risks and has experience with content filters
- Able to define problems and implement appropriate solutions
- Ability to work with all levels of management in using technology to support the vision for our school
- Ability to effectively communicate with all users – adults and students
- Strong oral and written communication skills
- Patience
- Multi-tasker who thrives on working on numerous deadlines at once and is comfortable prioritizing needs of the organization.

Contact Information

Please send resume and cover letter to:

James McNeany – Principal
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