St. Theodore Guerin High School
15300 Gray Road
Noblesville, Indiana 46062

Telephone 317-582-0120
Fax 317-219-0582
guerincatholic.org

EMPLOYMENT OPPORTUNITY

Director of Technology

St. Theodore Guerin High School, located in Noblesville, Indiana, is seeking an outstanding candidate to be the Director of Technology. Start date would be as soon as possible.

The responsibilities of the position include:

- 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 a 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.
- Manage the IT Department staff as they provide hardware, software, and application support to students, staff, and parents.
- Manage and support the active directory
- Configuration and management of the school's other hardware components including computers (MacBooks & PCs), phone system, copiers/printers, security camera and access control, and POS systems for the cafeteria and Spirit Shop
- Configuration and management of the school's cloud platforms including: Canvas Learning Management System, Blackbaud's Cloud Solution for K12 Schools (GC Gateway - Enrollment Management, Academic Student Information System, Fundraising, and Accounting), Google's G-Suite for Education, Athletics POS, Cafeteria POS, Naviance, School Messenger, School Check-In, and ReadySub
- Configuration and management of the school's on-site platforms including Microsoft Active Directory, FIlewave, and Rediker Scheduling Software
- Lead a team to serve as the 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.
- Assist all departments in data collection and analysis
- Write grants and scope documents for tech programs, tools or instructional technology.

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A successful candidate has the following traits:

- Be motivated and guided by their faith in Jesus Christ and the Catholic Church
- Possess an enthusiasm for technology and education
- Working knowledge of Apple and PC hardware/software
- Apple certification would be beneficial but not required
- Previous experience in an education environment or 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 the needs of the organization.

The qualifications for the position are:

The ideal candidate would have a background in both education and IT.

Salary

This would be a full-time, year-round salaried position with a generous benefits package.

Contact Information

Qualified candidates should email a current resume and cover letter addressed to James McNeany, Principal, to apply@guerincatholic.org. Please include at least three references as part of the resumé.

St. Theodore Guerin High School is an Equal Opportunity Employer.