



**Position:** Director of Information Technology

**Reports to:** President

**FLSA Status:** Exempt

**Location:** High School

---

### **Position Summary:**

The Director of Information Technology is responsible for the oversight, direction and delegation of all aspects of system technology. Additionally, the Director of Information Technology is responsible for the management of system software, hardware, and routine maintenance of the system's technology infrastructure.

### **Essential Duties and Responsibilities:**

- Supervise, troubleshoot and maintain the development and deployment of the system technology programs including, but not limited to, hardware, software, help desk procedures, and inventory management. This includes campus copy machines and printers, phone systems, classroom and lab equipment, system server, wireless network, and staff/faculty equipment.
- Develop and refine policies and procedures specific to the management of technology staff, system resources, and appropriate use of technology.
- Respond to and troubleshoot network issues. This includes the ability to remotely access the schools' computing environment as well as physically report to the campuses, as needed, to address issues. In the event of a network emergency, where the Director is outside of the immediate geographical area, Director will contract and direct third party response if necessary.
- Develop and maintain relationships with technology vendors and directs the work of all third party technology partners.
- Prepare and manage the technology budgets, E-rate administration, grants and initiates all technology related purchase orders.
- Provide training and support services for faculty and staff with hardware relevant to the performance of their job responsibilities.
- Maintain and continually upgrade all administrative and support software.
- Administer, maintain and properly backup the school's email system and network accounts.
- Work with Director of Business Operations and President to maintain system's technology rotation plan.
- Support and help train staff on student data management system (Skyward).
- Research and implore educational technology trends within K12, post-secondary education and business and industry to ensure student success.

### **Supervisory Duties and Responsibilities:**

- Supervises, directs, and evaluates the *Technical Support Specialist* position.

All personnel, regardless of position, must understand and support the philosophy and mission of St. Mary's Springs Academy. In addition, employee must follow the Milwaukee Archdiocese Code of Personal and Ethical Conduct which includes, but is not limited to, maintaining the highest standards of personal and professional conduct in conformity with the Gospel and teaching of the Roman Catholic Church.

This list of duties and responsibilities is not intended to be all-inclusive and may be expanded to include other duties or responsibilities deemed necessary by management.

---

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

I have read and understand the information in the Director of Information Technology job description. St. Mary's Springs Academy has the right to modify and change job descriptions, policies and procedures at any time that it deems appropriate. This job description does not change my status as an employee at will, unless I have a written employment agreement signed by the President of St. Mary's Springs Academy (the terms of which, and not this job description, shall govern).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_