

St. Francis

CATHOLIC HIGH SCHOOL



Job Profile

Job Title:	Director of Educational and Information Technology
Reports to:	President
Date:	3/3/2021

Job Status:

Exempt <input checked="" type="checkbox"/>	Non-Exempt <input type="checkbox"/>
Full-time <input checked="" type="checkbox"/>	Part-time <input type="checkbox"/>

General Summary

What is the primary purpose of this position?

Under the supervision of the President, and in collaboration with the Principal and Assistant Principals, the Director of Educational and Information Technology at St. Francis Catholic High School is responsible for leading a collaborative process to develop a strategic vision for educational technology that is aligned to the school's mission and philosophy, overall strategic plan, values, culture, and individual departmental needs. The person in this position will oversee the implementation of that strategy and integration of it into core disciplines and other parts of the curriculum. This includes facilitating the integration of technology across campus by providing professional development, supporting instruction, and serving as a resource that will increase student/staff knowledge and usage with the goal of establishing an environment which encourages creative and innovative use of educational technology. This position also oversees the operation of the Information Technology Department, ensuring the successful delivery of services across all areas of Technology, from infrastructure and data/systems to instructional, aligning departmental procedures, policies, and end-user support with the mission and culture of St. Francis Catholic High School.

Essential Responsibilities

List all major job functions performed on a regular basis.

All areas of responsibility must be operated consistent with the Catholic mission of the school.

Educational Technology

- Evaluate emerging technology and assessment tools and advise Administration on strategic and operational decisions involving instructional technology hardware, software, and programs.
- Design, deliver, and oversee professional development and growth experiences for faculty and staff in areas of technology integration and instructional design.
- Design and deliver schoolwide programs that build excitement among teachers and students to leverage technology in the curriculum.
- In collaboration with Academic Technology faculty, oversee the expansion and development of technology curriculum.



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- Provide oversight to the administrators of all schoolwide software products, including but not limited to, school Learning Management System and G Suite for Education.
- Communicate the use of education technology in the instructional program to parent and community groups for the purpose of providing information, training, and support.
- Collaborate with library staff to review existing databases and textbook purchasing systems.
- Visionary for the future creation of the school's media center.

Information Technology

- Under the supervision of the President, oversee the operations of, and set the priorities for, the Information Technology Department.
- Act in an advisory role to departments regarding needs, ensuring that technology fits in existing school systems.
- Oversee the hiring, supervision, evaluation, and growth of all technology staff.
- Responsible for oversight of purchasing decisions for non-academic equipment, including laptops, desktops, phone systems, etc.
- Provide oversight to the identification and elimination of security vulnerabilities.

General Responsibilities

- Provide leadership and technical support for the purpose of designing, developing, and maintaining an efficient, unified, and fully integrated technology system.
- Manage the preparation and oversight of the annual departmental budget for educational and information technology.
- Research, evaluate, and develop policies, procedures, and guidelines related to technology use by students and adults.
- Train faculty and staff on academic and information technology protocols for the purpose of ensuring efficient and effective use of technology and compliance with school policies. Provide a framework for training faculty and staff members to be potential instructors or subject matter experts to enable them to train other people.
- Remain current with respect to trends in academic and information technology through independent research and attending professional development.
- Prepare a variety of reference, presentation, policy, and administrative materials for the purpose of documenting activities, requests, and issues.
- Serve as an active member of the St. Francis Catholic High School Executive Staff team.

Job Specifications/Requirements



List skills/experience required for adequate performance in this position. List preferred experience and skills, if any.

Education:

Bachelor's Degree and Single Subject/Administrative credential or Master's Degree required. Advanced certification in Educational Technology preferred.

Job experience:

- 3-5 years of relevant teaching experience, with a strong background in curriculum/instruction and educational technology.
- A track record of successfully leveraging technology to improve instruction and learning outcomes.
- Preference given to those who have leadership experience in an educational setting, specifically in a secondary school setting.
- Preference given to those with Catholic school experience.

Technical/Functional skills:

- Knowledge of current technology skills and methodologies for effectively integrating them into curriculum and instruction.
- Expertise in current technology resources, hardware and integration practices that support classroom teachers.
- Knowledge and skills in project-based teacher and learning strategies as enhanced by educational technology.
- Experience leading workshops, trainings, projects, and new initiatives related to technology integration that are aligned with an organization's strategic objectives.
- Ability to stay current and ahead of technological advances in the education field.
- Ability to make recommendations for integration of technology in the instructional program. Ability to revise and edit courses of study based on collaboration and input.
- Understanding of pedagogy and knowledge of California state standards for technology.
- Understanding of the business requirements of IT systems.
- Strong interpersonal skills.
- Exceptional communication skills: written, verbal, presentation, and training.
- An understanding of the diverse technology needs and organizational complexities of a large, high-achieving, Diocesan high school.
- Experience in diversity work — both in training and in implementation — and a commitment to fostering culturally competent and inclusive learning environments.

Other Requirements:

- Other duties may be required as needed.