Position Title:	Director of Information Technology
Date Modified:	June 2023
FLSA Classification:	Full-time, non-exempt (salaried)
Reports to:	Chief Technology and Security Officer
Start Date:	July 2023

About St. John's Episcopal School:

St. John's is an independent, coeducational Episcopal school serving approximately 500 students in grades pre-k through eighth. Located in a park-like setting on 10 acres in East Dallas, the School offers its employees and students a supportive esprit de corps fueled by a common mission – one dedicated to a program of academic excellence designed to train the mind, strengthen the character, and enrich the spirit of each student in a Christian environment. We think of St. John's not just as a school but also as a very special kind of community. We seek to employ people who – regardless of the role they play in the School – understand that they impact the lives of our students, families, and colleagues. The St. John's Code calls us to model honesty and respectfulness in our relationships, responsibility in the performance of our assignments and a caring attitude that extends to all members of our community.

Position Description:

The Director of Information Technology is a key administrative role within St. John's Episcopal School, reporting to the Chief Technology and Security Officer. The Director of IT is responsible for overseeing many daily aspects of information technology, including lead roles in information systems management, IT infrastructure, and end-user support and training. This position requires strong technical expertise, strategic thinking, tremendous initiative, and the ability to collaborate effectively with various stakeholders of varying backgrounds to support the School's mission and educational objectives.

Key Accountabilities:

As Director of Information Technology responsibilities include:

- *Infrastructure Management*: Oversee the day-to-day maintenance and troubleshooting of the School's IT infrastructure, including hardware, software, and network systems, ensuring that they are secure, reliable, and scaled to meet the changing needs of the School. Assist with planning for future upgrades and enhancements of overall network hardware and design.
- *Information Systems Management*: Ensure the security, privacy, and integrity of the School's information systems, confirming data is stored securely, managed ethically, and accessed only by authorized personnel. Collaborate and consult with departments to research, design, develop, implement, and support information management solutions and integration between

systems. Responsible for upkeep and integration of the School's student information system and relevant integrations.

- **IT research and implementation**: Assist the Chief Technology and Security Officer in researching and implementing strategic IT plans aligned with the School's mission and goals, identifying emerging technologies that can enhance learning and support School operations, and ensuring that technology initiatives are integrated with the broader goals of the School.
- **User Support**: Oversee the School's Technology Support Specialist. Provide the second level of support to students, employees, and families, by responding to tickets, troubleshooting issues, and providing training to ensure that they are proficient in using the School's technology resources effectively and efficiently.
- **Budget and Resource Management**: Assist the Technology Department with the annual budget process and help identify cost-saving opportunities. Oversee departmental inventory and asset management procedures.
- **Technology Training**: Collaborate with teachers and academic leaders to promote effective use of technology, identifying opportunities for improvements and innovation. Provide professional development for teachers and ensure that technology supports student learning and engagement to its fullest potential.

Collaboration and Teamwork:

- Participate in student and faculty technology training.
- Establish and maintain productive partnership relationships with colleagues and parents.
- Collaborate with senior leadership, academic leadership, and other administrative team members.
- Cooperatively collaborate on projects as directed by the Chief Technology and Security Officer.
- Other duties as assigned.

Qualifications/Experience:

- Bachelor's degree required, preferably in Information Technology, Computer Science, or a related field.
- Equivalent experience and/or relevant certifications a plus.
- Advanced understanding and experience in Microsoft 365, Windows Desktop and Server platforms, IT networks, and educational database systems (e.g., FACTS, Clever, SchoolAdmin, SchoolPass) preferred.
- Independent school experience helpful.
- Well-developed interpersonal, written, and verbal communication skills, including the ability to communicate effectively with all constituents in an independent school environment.
- Personal characteristics such as a friendly attitude, good judgment, honesty, tactfulness, and initiative are essential.
- Ability to confidentially manage sensitive information.
- Demonstrated ability to identify opportunities to proactively streamline processes, solve problems, organize ideas, manage disparate tasks, and customize solutions that benefit community members.

Growth Mindset:

- Demonstrate commitment to personal and professional growth.
- Ability to meaningfully receive, reflect on, and apply feedback to one's professional growth.
- Network with peers at other independent and Episcopal schools locally and nationally.
- Attend conferences and professional meetings to remain current on best practices.

- Participate in the local and national independent and Episcopal schools accrediting associations.

Physical Requirements and Work Environment:
- Regularly works in standard office conditions and climate.
- Ability to occasionally move items weighing up to 40 lbs.
- Regularly works in a dynamic environment, effectively dealing with a wide variety of challenges, deadlines, and a varied and diverse array of contacts.
- Stamina to maintain attention to detail despite interruptions.
- Ability to periodically work flexible hours to meet deadlines and to support before and after-school or weekend events.

How to Apply:
For questions, more information, or to submit your letter of interest and resume in PDF format, please contact:
Mrs. Chris Patterson, Chief of Staff
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214-328-9131

In our commitment to diversity and equity, St. John's Episcopal School does not discriminate regarding race, color, ethnicity, national origin, sexual orientation, gender, age, genetic information, disability, pregnancy, marital status, religion, military status, and/or any protected category. This commitment extends to our employment, educational, admission, and financial-aid policies, and other School-administered programs.