

## Director of Technology Job Description

Name: \_\_\_\_\_

School Name: Holy Trinity Catholic School

City: Grapevine, TX

**Job summary:** The Director of Technology fulfills the mission of the Catholic school by guiding, coordinating, and implementing the overall technology program of the school. The Director of Technology has decision making responsibilities within essential job functions, in keeping with school policies and in consultation with the principal. The position is hired and evaluated by the principal.

### Essential job functions:

- Supports and upholds the philosophy of Catholic education and the mission of the school
- Acts as a witness to Gospel values by modeling the teachings of the Catholic Church
- Supports and adheres to the Code of Conduct and policies and procedures of the school and Diocese
- Abides by the Confidentiality Policy set forth in the Diocese Employee Handbook
- Supports the development of a Technology Plan with input from school personnel and technology advisors
- Facilitates the implementation of the Technology Plan
- Coordinates the maintenance, operation, management, and configurations of school computers
- Performs all functions and procedures necessary to install and maintain school network hardware and software
- Establishes and maintains network security
- Supports outside contractors in their work
- Develops and maintains network procedures to ensure regular system backups
- Maintains inventory of hardware, peripherals, and software
- Maintains hardware and repair history
- Troubleshoots software and maintains software library and documentation
- Plans for the purchase of software and hardware
- Ensures software in the school is properly licensed
- Organizes trouble ticket system for faculty and staff and responds in a timely fashion
- Maintains current and accurate records according to school policy
- Provides faculty and staff support and training for hardware, software, and network
- Communicates effectively within the school community
- Meets staff development guidelines as set forth by the Diocese/local administration
- Demonstrates professionalism in conduct, demeanor, and work habits
- Maintains a work schedule that maximizes availability to the school, students and staff

### Important job functions:

- Collaborates with peers to enhance the work environment and support instructional technology
- Advises the principal on technology issues and needs within the school and supports technology budget planning
- Assists the school's program for ensuring acceptable use
- Maintains, proposes, and implements enhancements to the school website
- Complies with laws and regulations regarding the use of technology and copyrights
- Assists with the evaluation of the faculty regarding technology proficiency
- Directs and supervises outside contracts for repair or installation of new systems
- Prepares for and conducts end of year technology close out procedures, summer maintenance, and start of school preparation

- Assists with the planning, designing, and implementing of technology needs

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**Minimum qualifications:**

Education/Certification:

- Bachelor’s degree in Computer Science, Business, or related field

Experience:

- Experience in technology-related position

**Knowledge, abilities, and skills:**

- Knowledge of the basic teachings of the Catholic Church
- Knowledge of computer science, computer education, and technologies
- Able to teach faculty, staff, and students in an educational setting
- Able to communicate effectively in both written and verbal form
- Able to work well with others in the school community
- Skill in handling multiple tasks simultaneously and responding to emergencies
- Skill in motivating others for new learning
- Skill in organizing and relating information in an understandable format
- Skill in job appropriate technology
- Skill in critical thinking and planning

**Working Conditions:**

- Required to work some nights and weekends
- Required to manage high to moderate levels of stress
- Required to work a minimum of a full school day
- Required to work in standard classroom, office and school conditions

**Mental/Physical Demands:**

- Required to lift or carry furniture, equipment, and supplies to a minimum of 35 pounds
- Required to maintain patience and composure, as well as avoid inappropriate displays of emotion
- Required to sit, stand, bend, stoop, reach, grab, pull, hear, see, and speak on a daily basis
- Required to perform repetitive physical tasks such as computer keyboarding, writing, and reading

**FLSA classification:**  Exempt  Non-exempt (hourly)

**School classification:**  Full-time  Part-time  
 Temporary  Other/seasonal

**Employee Certification**

All employees must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.

According to the Department of Labor, Texas is a “work at will” state. Letters of acknowledgement are not contracts, nor do they bind the employer or the employee to a pre-determined time or guarantee of employment.