

Information Technology Director

The Ursuline School in New Rochelle, a Catholic, independent school for girls in grades 6 through 12 at the forefront of educational technology, is seeking an Information Technology Director to oversee all technology operations.

Status: Full-time, 12 months

Start Date: April 1, 2021

Salary: Commensurate with experience

The Information Technology Director supervises all aspects of IT functions in the school, including management of the company's tech operations in the classrooms and conference areas, and implements new systems and policies as needed. The ideal candidate must be thoroughly knowledgeable in computer systems, have solid technical background as an IT director of similar role, and be able to manage and motivate staff. They must be able to troubleshoot problems quickly and creatively in the short run, and be a strategic thinker for long term planning.

Responsibilities

- Oversee all technology operations, including network security, and evaluate them according to established goals.
- Devise and establish IT policies and systems to support the implementation of strategies set by the school's senior administration and Board of Trustees.
- Analyze the business requirements of all departments to determine their technology needs.
- Purchase efficient and cost-effective technological equipment and software.
- Inspect the use of technological hardware and software to ensure functionality and maximum efficiency.
- Identify the need for upgrades, configurations or new systems and report to upper management.
- Coordinate with IT technicians and other professionals to provide guidance.
- Control budget and report on expenditure.
- Assist in building relationships with vendors and creating cost-efficient contracts.
- Oversee training of school community in cybersecurity efficiency.
- Oversee upgrades in cybersecurity to ensure efficient and secure system.
- Supervise installation of software on student devices to ensure maximum efficiency and interface with all systems needed in class.

Requirements

- Proven experience as IT director or similar role.
- Experience in analysis, implementation and evaluation of IT systems and their specifications.
- Sound understanding of computer systems (hardware/software) and networks.
- Experience in controlling information technology budget.
- Excellent organizational and leadership skills.

- Excellent communication abilities.
- Working Knowledge of security camera systems.
- Knowledge of electronic door locks and their software systems.
- BS/BA in computer science, engineering or relevant field; MS/MA a plus.

To Apply: Please send resume and cover letter to employment@ursulinenewrochelle.org.