



BISHOP LYNCH HIGH SCHOOL

Technology Operations Analyst

FLSA Status: Exempt

MISSION

Faithful to Catholic Tradition and to our Dominican heritage of scholarship and service, Bishop Lynch High School promotes the development of the total person by bringing together a diverse community in a rigorous, college preparatory environment where students are taught to strive for excellence, seek truth, and work for justice in the world.

SUMMARY

The Technology Operations Analyst is responsible for the implementation of the goals of Catholic education as outlined in *The Holy See's Teaching on Catholic Schools* (Archbishop Michael Miller):

- Inspired by a Supernatural Vision
- Founded on a Christian Anthropology
- Animated by Communion and Community
- Imbued with a Catholic Worldview
- Sustained by Gospel Witness

Qualified candidates will be driven and inspired by the mission of Catholic schools to form young men and women in a high school setting “who will be good citizens of the world, loving God and neighbor and enriching society with the leaven of the gospel, and who will also be good citizens of the world to come, thus fulfilling their destiny to become saints” (Miller, p. 20).

General Description: The Technology Operations Analyst will provide technology support and data analysis across all departments at Bishop Lynch High School. Reporting to the Director of Technology, this professional will possess in-depth technical expertise in all areas related to databases used at the school along with a proficiency in Microsoft products. The employee will ensure that a responsive and customer-oriented culture serves the needs of all stakeholders.

- Proficiency with our current systems is desired but not required.
- A positive attitude, a growth mindset, and a willingness to learn and contribute to the success of the team are required.

Responsibilities

- Maintaining/Supporting/Training various software systems, including but not limited to:
 - Veracross (SIS)
 - Blackboard (LMS)

- Windows Network (Active Directory)
- Microsoft 365 administration, including Teams and OneDrive
- Google consumer resources (not Google Classroom) such as YouTube and Search
- Assist with Blackbaud's Raiser's Edge (constituent management)
- Assist with Blackbaud NetCommunity (IIS website)
- Odin/My Kids Spending (cashless campus)
- Various databases (mysql and MS SQL Server)
- A growing number of integrations between Veracross and other systems. Use of API, particularly with PowerShell and/or Python strongly desired
- Mac/Windows PCs on current operating systems
- Microsoft PowerApps experience a plus
- Azure/AWS experience a plus
- Knowledge of data privacy regulations, such as FERPA, and experience in ensuring compliance a plus
- Other databases operating with various departments
- The department will rotate "on call" duties and some nights/weekends required
- Other duties as assigned by the Director of Information Technology as needed

Qualifications

- Bachelor's degree in Information Technology, Computer Science, Education, or related field, or equivalent experience/certifications.
- Minimum of 3 years of progressive experience in technology leadership roles, preferably in an educational environment.
- Strong skills or aptitude for data analysis using Microsoft Excel strongly desired.
- Strong expertise in Microsoft 365 suite, Teams, OneDrive, SharePoint, and other relevant Microsoft solutions.
- Experience with technology infrastructure management, network systems, and security protocols.
- Excellent communication and interpersonal skills to collaborate with faculty, staff, students, parents, and external partners.
- Strong problem-solving skills and a proactive approach to addressing technology challenges.

Qualified candidates should email resume to resume@bishopolynch.org.