



Austin Preparatory School Assistant Directory of Technology

Austin Preparatory School, located in Reading, Massachusetts about 20 miles north of Boston, has an immediate opening for the position of Assistant Director of Technology. Founded in 1961, Austin Prep is a Catholic independent co-ed school serving students in grades 6-12. Austin Prep has a talented faculty of approximately 75 that administers a challenging curriculum that prepares students well for success in high school and college.

The Assistant Director of Technology is a critical component of the Technology Department in supporting the School and its leadership in advancing the mission of Austin Prep and safeguarding the School's Roman Catholic identity and Augustinian Heritage. Reporting to the Director of Technology, the Assistant Director of Technology will manage numerous data systems, and their utilization across the IT infrastructure at Austin Prep. In addition to database oversight responsibilities, the Assistant Director of Technology will assist in facilitating the strategic utilization and optimization of cross-departmental data systems and support the Director of Technology in the design and implementation of best practices for data systems at Austin Prep. This is a year-round, onsite position.

Qualifications:

- 3 to 5 years of experience as an IT Professional.
- Preferred candidates will have experience in a School Environment, facilitating staff training, creating support documentation, and leveraging database integration with other systems and directories.
- IT systems competency should include but not be limited to: Veracross/SIS, Microsoft Azure/Entra ID, JAMF MDM, Google Workspace, Papercut MF

APPLICATION REQUIREMENTS AND SEARCH PROCESS

Our Commitment to Mission The mission of Austin Prep is to “inspire hearts to unite, minds to inquire, and hands, to serve” which we exemplify through the Augustinian charisms of veritas, unitas, and caritas. Austin Prep a Roman Catholic Augustinian secondary school committed to Catholic social teaching which is based on and inseparable from our understanding of human life and human dignity. Every human being is created in the image and likeness of God and is therefore invaluable and worthy of dignity and respect as a member of the human family.

Austin Prep encourages applications from candidates who appreciate, understand, and respect the mission of Austin Prep and the School's Catholic identity. We seek applicants who can help enrich the School's Roman Catholic Augustinian mission and can help advance our commitment to what Pope Francis calls “integral human development.”

Interested candidates should submit the following electronic documents as a single PDF to [**Assistant.TechDir@austinprep.org**](mailto:Assistant.TechDir@austinprep.org)

1. In the cover letter, in addition to indicating why they are particularly interested in and qualified for this position, all candidates should describe how they can help support our Catholic faith and our Augustinian heritage.
2. Resume
3. Three professional references including e-mail, phone number, and a description of the professional relationship (references will not be contacted without the applicant's permission). We will be reviewing applications immediately and only qualified candidates will be contacted as materials are received.