



Director of Information Technology

Reports directly to the Chief Financial Officer

Job Requirements:

- In consultation with the school's CEO and CFO, assists in the planning of the school's acquisition of technological resources and educational technologies.
- Plans, develops and implements application solutions that maximize PAVCS' investment in technology and its strategic goals.
- Develops and implements Information Technology (IT) policies and procedures.
- Directs the development, installation, and maintenance of hardware, software, and networks across the organization.
- Maintains inventory of all technological resources.
- Remains current on trends and advancements in hardware and software technology.
 - Evaluates latest technology for possible integration into current school information technology systems.
- Collaborates with other school personnel to provide/assist with ongoing training; ensuring effective and efficient use of the school's technological resources.
- Improves and maintains security management for PAVCS' computer systems and networks in accordance with PAVCS policy
- Manages the testing, installation, and implementation of new system resources to ensure accuracy and stability.
- Drives performance metrics aligned with organization strategy
- Provides direction and leadership to the school's IT staff, including the development and implementation of training and advancement opportunities in consultation with the school's Director of Human Resources.
 - Evaluates departmental IT staff performance, including the completion of annual performance reviews.
 - Counsels underperforming IT staff and provides critical feedback to improve performance
- Maintain and prepare various reports (PAVCS, PDE, etc.) as assigned.
- Ensures highest level of internal and external customer service.
- Attend and travel to school related events as required.

Knowledge, Skill, Ability

- Knowledgeable of state, federal, ADA & Pennsylvania Department of Education compliance regulations
- Knowledgeable with trends in technology, software, hardware and network, including but not limited to:
 - various computer programming languages, not limited to: PHP, HTML, CSS, MySQL, Perl, Shell scripting
 - various computer applications and platforms
 - current communications devices and protocols, server and desktop technologies
 - current learning management systems, including but not limited to, Blackboard, Glogster, Elluminate

- database design theory
- user interface design as it pertains to website development
- skill and expertise serving the technology needs of student, parents and staff
- ability to manage multiple projects, activities and tasks simultaneously, with utmost care and attention to detail
- Must be a strong communicator with excellent negotiation skills
 - ability to interact with all organizational levels
 - ability to interact with third party vendors
 - skilled in motivating and evaluating staff
- Skill with problem identification and economical problem solution
 - Strategic minded with an entrepreneurial approach
- Ability to treat confidential and sensitive information professionally

Requirements:

- Ten plus years of experience in an IT leadership role, which includes supervisory experience
- Degree in computer science or related field
 - Bachelor's degree required, Masters highly preferred
- Professional certifications highly desirable
- Experience working in a school setting or non-profit organization highly desirable
- Travel as required in support of the school's strategic initiatives
- Lifting up to 60 lbs.