



**TITLE:** Director of Information Technology  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Director of Finance and Administration  
**FLSA STATUS:** Exempt  
**EMPLOYMENT STATUS:** Full-Time, 12 months

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**Overview of School:**

Cristo Rey Jesuit High School educates students from low-income families in Baltimore to prepare them for college. We are a Catholic, co-educational, college preparatory school, empowering students to succeed in college, work and life. In partnership with the Maryland Province Jesuits, the Cristo Rey Network and the philanthropic community, our school embraces families of racial, religious and ethnic diversity from Baltimore's disadvantaged neighborhoods. Our Corporate Internship Program, in partnership with the Baltimore business community, complements our rigorous curriculum of mind, body and spiritual development. We nurture our students to be men and women in service to others through academic achievement, business experience, faith formation and civic leadership. Our goal is that 100% of our students graduate from college.

Cristo Rey Jesuit seeks to attract, develop and retain high quality employees who are committed to our core values:

- Act with Integrity
- Provide High Quality Learning Experiences
- Embrace a Growth Mindset
- Be a Great Teammate
- Results-Driven Decision Making

**Essential Functions:**

This position is responsible for overseeing the school's Information Technology department. The essential functions include, but are not limited to the following:

- Supervise part time help desk assistant.
- Work collaboratively with classroom teachers to facilitate the integration of existing and emerging technology across the curriculum to improve student achievement
- Studies, evaluates, and, as appropriate, recommends to the Executive Team the adoption of new technology, methods and programs and the purchase of technology hardware, software, and services to meet operational and instructional needs.

- Works cooperatively with faculty and staff in planning and implementing the effective use of technology across instruction and operations.
- Prepare proposals and solicit bids for system technology needs.
- Maintain repair history and file server performance statistics
- Implement, manage, and upgrade network security
- Review reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.
- Maintains an inventory of the school's technology equipment and a log of equipment maintenance activities.
- Coordinate the development, monitoring, and periodic evaluation of a five-year technology plan for the school.
- Leads the planning and implementation of technology-related professional development.
- Oversees school's student information systems and provides technical assistance, as needed.
- Oversee troubleshooting, systems backups, archiving, and disaster recovery and provide expert help desk support
- Manages school's yearly E-rate application process.
- Oversees development of school policies related to the use of technology hardware, software, and services.
- Oversees the sections of the operating and capital budgets that relate to information technology.
- Coordinate installation and maintenance of computer hardware, software and peripherals, including communication hardware and software.
- Identify, diagnose, and resolve problems for users; communicate solutions to end-users.
- Deliver, set up, and assist in the configuration of end-user desktop hardware, software and peripherals.
- Perform minor desktop hardware repair for computer equipment and peripherals that are not covered by third-party vendor maintenance agreements.
- Other responsibilities as assigned.

#### **Minimum Qualifications (Knowledge, Skills, Abilities)**

- Bachelor's degree from an accredited college or university
- Minimum of 5 years of relevant work experience
- Strong critical and technical thinking / problem-solving skills
- Familiarity with Campus/PCR, Classroom Portal, ALEKs, and READ180 a plus

**To apply:** Email a cover letter and resume to [hr@cristoreybalt.org](mailto:hr@cristoreybalt.org). No phone calls, please.