



St. Rita Catholic Community
12521 Inwood Rd., Dallas, Texas 75244
Phone: 972-934-8388, Fax: 972-934-8965
Website: www.stritaparish.net

JOB TITLE: Director of Information Technology (“IT Director”)
EFFECTIVE DATE: Summer 2018

OVERVIEW

The St. Rita Catholic Community (parish and school) is a vibrant and diverse community, devoted to Christ, to one another, and our neighbors. It is located at the Galleria crossroads area in north Dallas, Texas.

The Parish is the central point of a large campus, with 25-30 clergy, professional and administrative staff serving over 4,400 parish families. Our School is a co-educational day school for some 670 students from pre-kindergarten through the eighth grade, supported by 70 full time instructors and administrative staff. The success of the school is due in large part to the partnership that exists between the school and parish.

JOB SUMMARY

The IT Director supports St. Rita Community’s overall vision while overseeing the functionality and security of its technology, including but not limited to technology infrastructure, software, databases, platforms, training and maintenance. In particular, the incumbent is responsible for the development of the Information Technology Strategic Plan and its successful execution, partnering with the teachers and administration for both the parish and the school. The IT Director is responsible for staying abreast of current trends and advising the administration on the development of new technology strategies and ideas.

The IT Director will be responsible for establishing and maintaining efficient and effective IT operational policies, such as information security, acceptable use, network administration, content filtering, maintenance etc. In addition, the incumbent will manage and support A/V and church Sound System needs, including coordination and vendor installations. The IT Director will also supervise 1-3 members of the technology department and manage the operational and capital budgets of technology.

DESIRED PROFESSIONAL QUALIFICATIONS

- Demonstrated technology expertise (technology degree preferred) and working knowledge of various platforms, operating systems, and programming languages.
- Strong management and project management skills, including ability to build relationships, to think independently, be flexible, and manage multiple priorities.
- Excellent interpersonal skills; a cooperative team player, energetic, able to develop productive relationships with colleagues and external vendors/collaborators.
- Has successfully implemented a strategic plan for technology; ideally in an educational environment.
- Capable of authorizing software (including applications) which insures the school maintains compliance with CIPA and COPPA guidelines.
- Strong oral and written communication skills.
- Capable of developing guidelines and implementing policies for routine operations as well as ethics, insuring appropriate use of technology on campus for all user levels.
- Ability to thrive in a fast-paced and dynamic educational environment, with ability to solve problems while dealing with a variety of issues and personalities

Salary and benefits are commensurate with experience/education. Starts July 1, 2018. Please send resume, references, and salary requirements to: Director of Technology Search Committee, c/o Mike Leshner, jobs@stritaparish.net. Applications will be received through May 4, 2018.