



Director of Technology

Ursuline Academy seeks a full-time Director of Technology to provide vision, leadership, and management for all aspects of technology across the school. Serving as a member of the Administrative Team, the Director oversees technology infrastructure, cybersecurity, enterprise systems, instructional technology, and user support services while leading a team of technology professionals. This role partners closely with faculty, staff, and administrators to ensure that technology resources and initiatives support the school's academic mission, operational needs, and long-term strategic priorities.

The ideal candidate is a collaborative and service-oriented technology leader who combines strong technical expertise with excellent communication, problem-solving, and relationship-building skills. They are committed to leveraging technology to enhance teaching and learning, improve operational effectiveness, and support the evolving needs of the school community. As a member of a faith-based educational environment, the Director of Technology is expected to support and advance the mission and values of Ursuline Academy while contributing positively to the life of the school.

Key Responsibilities

Technology Leadership & Strategy

- Lead the development and execution of the school's technology vision and strategic priorities.
- Partner with school leadership to align technology resources and initiatives with academic, operational, and institutional goals.
- Serve as a member of the Administrative Team and contribute to school-wide planning and decision-making.
- Monitor emerging technologies and recommend solutions that enhance teaching, learning, communication, and operational effectiveness.

Infrastructure, Systems & Security

- Oversee the school's technology infrastructure, including networks, cloud services, hardware, software, telecommunications, and enterprise systems.
- Ensure the security, reliability, and performance of technology systems and services.
- Lead cybersecurity initiatives, data privacy efforts, disaster recovery planning, and technology-related compliance activities.
- Manage technology vendors, contracts, software licensing, and equipment lifecycle planning.

Instructional Technology & User Support

- Collaborate with academic leaders and faculty to identify and implement technology solutions that support teaching and learning.
- Support the effective integration of instructional technology and emerging technologies across the curriculum.
- Coordinate technology training and professional development for faculty and staff.
- Promote responsible technology use, digital citizenship, and technology best practices throughout the school community.

Department Leadership & Community Engagement

- Supervise, mentor, and develop members of the technology team.
- Manage departmental budgets and resources to ensure effective and efficient operations.
- Foster a culture of service, collaboration, responsiveness, and continuous improvement.
- Serve as a resource for students, families, faculty, staff, and administrators on technology-related matters and represent the school in relevant professional networks and partnerships.

Qualifications

Required Education & Experience

- Bachelor's degree in Information Systems, Computer Science, or related field or equivalent experience
- 5-7+ years of progressively responsible technology leadership experience.
- Fluency supporting both Windows and Mac environments.
- Current knowledge of networking, cybersecurity, wireless infrastructure, cloud computing, and unified communications.

Preferred Qualifications

- Master's degree from an accredited institution.
- Experience in an educational setting.
- Demonstrated success in leading strategic technology initiatives.

Working Environment

This is a full-time, 12-month position that is performed primarily on campus in a school environment. The Director of Technology regularly interacts with students, families, faculty, staff, administrators, vendors, and consultants and must be able to communicate effectively with both technical and non-technical audiences. The role requires the ability to manage multiple priorities and respond to technology-related issues in a dynamic and fast-paced environment while exercising sound judgment, discretion, and professionalism.

The position involves extended periods of computer use, frequent movement throughout campus to support technology operations, and occasional lifting and transport of technology equipment. The Director of Technology may be required to work occasional evenings, weekends, or outside normal business hours to support school events, technology implementations, system maintenance, emergency response, professional development activities, and other school-related programs. As a member of the Ursuline community, the Director is expected to participate fully in the life of the school and contribute to a positive, collaborative, and mission-centered environment.

Compensation: \$115,000 - \$130,000 annually

This is a full-time, 12-month position. The salary range represents the established compensation parameters for this role. Placement within the range is determined based on experience, qualifications, and internal equity.

Application Instructions

Ursuline Academy invites interested candidates to submit a resume and cover letter detailing their qualifications and interest in the role to careers@ursulineacademy.net.

Please include "Director of Technology" in the subject line. Applications will be reviewed on an ongoing basis until the position is filled.