

EMPLOYMENT OPPORTUNITY AT VILLANOVA PREPARATORY SCHOOL

Villanova Prep, an extraordinary co-ed, college preparatory school in beautiful Ojai, California, seeks a Director of Information Systems. Founded by Augustinian Friars and ranked as one of the best Catholic schools in America, VPS was visited several times by Pope Leo when he was head of the worldwide Order of Saint Augustine. Serving boarding and day students in grades six through twelve, Villanova offers a rigorous education rooted in a rich intellectual tradition that dates back to the founding of the Augustinians in 1244. Surrounded by the Los Padres National Forest and 30 miles east of Santa Barbara, Villanova is accredited by the Western Catholic Educational Association and the Western Association of Schools and Colleges.

Director of Information Systems

Reporting to the President, the Director of Information Systems is responsible for the design, implementation, operation, and maintenance of all IT functions at Villanova Prep. Duties include supporting students, faculty and staff as well as helping to research, coordinate, and implement the continued integration of technology into the curriculum. Work is performed under the direction of the President, in collaboration with the Principal and Director of Educational Resources, with performance judged on the ability to meet the following duties.

Essential Functions:

Administrative:

- Develop and manage the IT budget.
- Purchase, install and maintain all IT equipment including servers, firewall appliances, wired switches, wireless access points, employee computers, printers, school-owned mobile devices, VoIP phones, security cameras, and other systems as necessary.
- Maintain an accurate inventory of all IT equipment.
- Manage software updates, licensing agreements, service contracts, equipment warranties, and copyright adherence.
- Serve as the contact person with companies providing maintenance service contracts on school equipment.
- Responsible for all network administration including infrastructure monitoring and maintenance, user management, network security, e-mail and other cloud services, and backup and disaster recovery planning.
- Train and support staff in the relevant equipment and software required for their duties.
- Oversee the E-Rate / CTF bidding and application process for technology funding.
- Manage a part-time Systems Engineer / Audio-Visual Technician.
- Perform other duties as assigned by the President or Principal.

Academic:

- Oversee and support the school's one-to-one mobile device program.
- Maintain computer labs keeping all hardware and software in working order.
- Train and support teachers as they integrate technology in labs and classrooms.
- Train and support teachers in their own technology-related professional development.
- Work with stakeholders to draft, update, and implement the school's technology plan.
- Be in the forefront of emerging technologies by attending professional conferences and workshops.

Qualifications:

Technology Systems & Operations:

Demonstrated expertise in leading and supporting a comprehensive technology ecosystem, including network infrastructure, server and cloud environments, cybersecurity, device management, communication systems, enterprise software, educational technology platforms, data management, and end-user support. Ability to evaluate, implement, maintain, and continuously improve technology systems that support the operational and strategic needs of the school. Exceptional project management skills with experience leading school-wide or enterprise technology rollouts.

Educational Technology Leadership:

Demonstrated ability to research, evaluate, recommend, and support innovative educational technologies, software, and devices that enhance teaching and learning. Experience supporting faculty through technology integration, digital pedagogy, assessment tools, software licensing, professional development, onboarding, and ongoing training in a rapidly evolving educational environment. Strong interpersonal and communication skills with a customer-service orientation toward supporting faculty, staff, students, and parents.

Requirements:

1. Bachelor's degree in information technology or a related field; Master's degree preferred.
2. Cisco Certified Network Associate or relevant Microsoft certifications preferred.
3. At least five years of experience managing complex information systems, preferably in an academic setting.
4. Knowledge of and commitment to Church teaching.

Compensation:

VPS offers a generous benefits package that includes paid medical, dental, vision, and life insurance for employees; employer contribution toward dependent insurance premiums; long-term and short-term disability insurance; tuition remission for eligible dependents; paid vacation and a 403(b) retirement plan. Eligibility rules apply. The salary range for this position is between \$90,000 and \$110,000.

To Apply:

Applicants should e-mail a cover letter explaining their interest in Villanova Prep and its mission, together with a copy of their resume, to jlink@villanovaprep.org.