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Employment Opportunity

Marist High School is a Catholic co-ed school located on the southside of Chicago. The mission of Marist High School is to make Jesus Christ known and loved in the Marist Brothers' tradition, while preparing students for higher education and life. To learn more about Marist High School, visit our website: https://www.marist.net/

Position Title: Director of Campus Technology & Strategy
Start Date: Spring/Summer 2026
Contact: Elaine Gaffney, Director of Teaching and Learning, gaffney.elaine@marist.net

Job Description
Reporting to leading members of Marist High School, the President, Principal and CFO, this role is seen as an executive team member to facilitate and oversee multiple entities under the technology umbrella, that include but are not limited to, the schools IT infrastructure, business and educational software/data systems, business and educational technology equipment, and all internal/external operations that fall within these entities. Cross platform communication to Admissions, Athletics, Teaching & Learning, Campus Ministry, Student Services, Security, the Business Office, Marketing and Advancement are needed on a daily basis to ensure all students, faculty, staff and administrators are advancing the school's mission in a cohesive fashion.

Minimum Requirements

- Commitment to the Marist Brothers' principles as set forth in Marist's mission statement
- Bachelor's Degree preferred
- Prior professional experience working in a school and/or technology field

Minimum Competencies

- Ability to establish and maintain strong interpersonal relationships with students, faculty, and administrators
- Effective collaboration skills
- Excellent Verbal and Written Communications Skills
- Strong Organizational Skills
- Ability to work independently and as a member of various teams
- Demonstrated ability to plan and organize daily tasks
- Manage multiple projects and competing priorities simultaneously
- Support all community members with excellent customer service skills

Areas of technology include, but not limited to overseeing & coordinating:

- supervises and evaluates the Senior Infrastructure Engineer
- provide leadership and management to our one-to-one iPad program and MDM system
- the network engineer's design, implementation, timeline and budget workflows of the school IT infrastructure including support needed for Cloud & SAAS services (Web, AP, Firewall, etc.); support both internal & external communications and projects
- software reviews and purchases for both business and educational functions; includes Microsoft, Google, Apple, Palo Alto, Extreme, Adobe, Skyward, Instructure, Lansweeper, Barracuda, etc.
- the school's iPad, laptop and pc program at large including being the purchasing agent and inventory personnel; on-boarding new faculty/staff with needed equipment
- daily communication with the SIS manager on all database workflows
- daily communication with Administrative and Curricular staff on all related tech needs
- communication with all related vendors, channel partners, business leaders, and other educational institutions
- communication with Marist's legal council on technical related subjects including SOPPA and other educational software compliances
- the guidance of budget related responsibilities including grant money allocations and contracts related to AT&T, Xerox and tech Insurance policies
- cybersecurity related responsibilities including playbook development with internal and external members
- delivery of safe internet training modules, workflow for all cybersecurity related matters and insurance policies
- the entire AV/media platform for classrooms, theater, café, band room and gym space, specialty places, video walls, and mobile displays. Audio equipment/racks fall under this responsibility.
- all equipment recycling program for Marist and State-owned property
- outside technical information gathered from memberships including IETL, ISTE, COSN and disseminating relevant information to department heads and other Marist schools
- any tech related needs for the Marist Brothers Provincial Office on-campus
- all levels of help desk support to all community members
- the entire E-rate program
- the school's Avaya phone system; analogue, digital and VOIP technology used
- the school intercom and bell system
- the school's Xerox printing platform including fax management, scanning, and lease negotiations; includes Papercut software
- daily communication and tasks with members of the maintenance department both at the Chicago and Palos campuses which include outside vendors and construction project managers from various Trades
- communication with the security department on necessary tech related implications & projects

- communication with teaching & learning and administration department members on calendar events, special functions and ongoing programs
- communication with the Advancement office on outside events as well as those on-premise