



## DIRECTOR OF EDUCATIONAL TECHNOLOGY AND RESOURCE STEWARDSHIP JOB POSTING

**SECRETARIAT:** Catholic Schools Office

**JOB TITLE:** Director of Educational Technology and Resource Stewardship

**SUPERVISOR:** Assistant Superintendent of Operational Vitality

**SUMMARY:**

The Archdiocese of Galveston-Houston is seeking a full-time Director of Educational Technology and Resource Stewardship to support the Catholic Schools Office (CSO) and the Archdiocesan Catholic schools in the combined use of computer hardware, software, and educational products to facilitate learning and effective operations, including through the use of learning management systems and student information systems. The Director of Educational Technology and Resource Stewardship will also support the communications efforts of the CSO through the management of the CSO's website and social media platforms. Demonstrating an understanding of the National Standards and Benchmarks for Effective Catholic Elementary and Secondary Schools, the Director of Educational Technology and Resource Stewardship will create, use, and manage technological processes and resources to help improve the academic excellence and operational vitality of our schools while supporting the work of the CSO.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Working knowledge of student information systems; computer-based software related to education and Adobe Suite; web page creation, development, and maintenance; photo and video creation, editing, and publication; technical support; and working knowledge of learning management systems and how to support users
- Create and maintain dashboards for individual school data as well as Archdiocesan data, providing an overview snapshot of information with organized data that communicates metrics visually to help users understand complex relationships in the data related to the schools or Archdiocese
- Support for each department within the Catholic Schools Office to utilize tech for their projects efficiently and effectively
- Research, identify and develop pedagogical best practices for the use of online learning platforms and digital tools in pre-K-12 classrooms
- Provide support for schools utilizing the standardized assessment, including but limited to rostering, providing hardware support, and helping schools with technical issues that require problem-solving or coordinating with the assessment vendor
- Provide reports for the student assessment system that will measure student achievement and improvement, as well as annual student growth
- Consult with schools on the meaningful integration of technology
- Monitoring and improving use of the student information system to organize and provide information about student enrollment, achievement and other data
- Maintain the Catholic Schools Office website and social media platforms
- Serve as the Catholic Schools Office liaison with the Archdiocesan LMS, *Capernaum*

**GENERAL REQUIREMENTS:**

The Archbishop is the chief teacher of the faith in Catholic K-12 schools. The Superintendent, Assistant Superintendents, and Directors assist in this ministry and, in cooperation with the pastors and principals, commit to upholding the Catholic identity of all Archdiocesan, religious order, and associated private schools. Suitable candidates must be active Roman Catholics in full communion with the Catholic Church, visionary leaders, and energetic advocates for the ministry of Catholic education, and faithful disciples of Catholic philosophy, values, and teachings.

**SKILLS AND ABILITIES:**

Provide technical support and leadership of websites and social media platforms; Ability to operate and train adults on the usage of various computer and networking systems; Strong oral and written communication skills; Adaptability; Collaboration; Organization; Confidence; Creativity; Critical thinking; Problem-solving; Desire to work with others

**MINIMUM QUALIFICATIONS:**

Master's degree in Educational Technology or related field with at least 5 years of experience as a Catholic school teacher/administrator. Some travel is required. The ability to articulate effectively in English and Spanish is preferred.

Suitable candidates should email a cover letter, resume, and an anticipated salary\* to [resume@archgh.org](mailto:resume@archgh.org) with Director of Educational Technology and Resource Stewardship on the subject line.

***\*Candidates who do not include an anticipated salary may not receive further consideration.***