



# Cretin-Derham Hall

Co-sponsored by the Sisters of St. Joseph of Carondelet and the Brothers of the Christian Schools

## JOB DESCRIPTION

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|------------------------------------------------------------------------------------------------|------------------------------------------|
| <b>Job Title:</b> Director of Technology                                                       | <b>Employment Status:</b> FT – 12 months |
| <b>Department:</b> Technology                                                                  | <b>FLSA Status:</b> Exempt               |
| <b>Reports to:</b> Director of Facilities                                                      | <b>Prepared By:</b> Human Resources      |
| <b>Direct Reports:</b> Systems Administrators & Technology Specialists across multiple schools | <b>Date:</b> 2026                        |

*Cretin-Derham Hall is a Catholic co-educational high school serving students in grades nine through twelve. Co-sponsored by the Brothers of the Christian Schools and the Sisters of St. Joseph of Carondelet, Cretin-Derham Hall is committed to Christian values and academic excellence. We educate young men and women of diverse abilities, cultures, and socioeconomic backgrounds for opportunities in post-secondary education. We are committed to the values of Catholic, Academic Excellence, Leadership, Community, Service, Diversity, and Equity.*

### Position Summary

The Director of Technology manages technology operations, equipment, and programs for CDH and additional schools with which CDH contracts. This position develops the long-term information technology vision and direction, manages department staff, and develops and applies information technology to support each school's policies, strategies and mission.

### Essential Functions

*This job description is not intended to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee in this position. Activities, duties, and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

- Develop strategic plans for implementation, evaluation and support for technology at multiple schools
- Develop and manage departmental budgets
- Hire, train, supervise and evaluate department staff
- Create and manage departmental work flow
- Collaborate with school administrators on decision-making to ensure a realistic balance between the concerns of the technology department and the goals of the instructional program
- Develop and implement technology curriculum including digital citizenship and guidelines for safe and responsible use
- Oversee the protection of school systems, manage incident response plans, and promote a strong cybersecurity across institution
- Work with department leaders in the following areas: curriculum, staff-development, public relations, assessment, and strategic-planning
- Support systems administrator with technology emergencies
- Implement, manage, and troubleshoot networked systems, including evaluating network integrity and design
- Direct employees in the areas of integration, curriculum, professional development, and training
- Develop and update technology policies for students and employees
- Manage vendors and supervise contracted work
- Mediate contracts for cloud-based and contracted services
- Develop and implement effective help-desk processes
- Remain current with trends in technology, networking and security

**Competencies**

- Proficiency in Microsoft Office, Google Workspace, and other position-specific software programs
- Familiarity with the latest educational technology hardware, software, strategies, learning management systems, digital curriculum, and emerging best practices for the classroom
- Excellent verbal and written communication skills
- Proven attention to detail, time management, problem-solving and strategic planning skills
- Commitment to the highest professional and ethical standards
- Ability to effectively and tactfully communicate with various constituencies including students, faculty, staff, families, alumni and vendors

**Supervision**

This position reports to the Director of Facilities. Day to day supervision will be minimal with assistance as needed and regular meetings to review project status and priorities.

This position supervises the Systems Administrators and the Technology Specialists across multiple schools.

**Work Environment**

This position operates in a professional office environment and routinely uses standard office equipment.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

This is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer and other office equipment. Additional physical requirements include occasional walking, bending, crouching, reaching, and lifting.

**Expected Hours of Work**

Typical work days and times for this position are Monday through Friday, 8:00 AM-4:00 PM. Evening and weekend work will be required as job duties demand.

**Required Education and Experience**

*All employees of CDH are required to successfully complete the "Essential 3" requirements set forth by the Archdiocese of St. Paul and Minneapolis prior to beginning their employment. Employees must remain in compliance with these requirements throughout their employment at CDH.*

- Bachelor's degree in Technology or related field
- Minimum of five years of professional experience in a similar role
- Professional experience working in schools
- Professional experience leading departments across multiple locations

**Compensation**

The salary range for this position is \$100,000 to \$120,000.

CDH offers a comprehensive benefits package that includes:

- Paid time off
- Health and dental insurance plans for individuals, spouses and families with employer premium contributions
- Employer-paid Life/AD&D and long term disability insurance
- Employee-paid additional insurance plans for individuals, spouses and families, including vision, FSA, critical illness, accident and voluntary life/AD&D
- 403(b) retirement plan with employer contribution
- CDH tuition remission

To apply, please send resume and letter of interest in a single PDF document to Regan McCormack, Human Resources Manager, at [rmccormack@c-dh.org](mailto:rmccormack@c-dh.org). The application deadline is Friday, July 10, 2026.