

JOB TITLE: Director of Data and Technology
AGENCY: Catholic Schools Office, Crest Hill, Illinois
REPORTS TO: Superintendent of Catholic Schools
WORK SCHEDULE: Full-Time, Exempt
Monday through Thursday 8:00 a.m. – 4:30 p.m.
Friday 8:00 a.m. – 1:00 p.m.

JOB SUMMARY

The Director of Data and Technology effectively manages school technology and data and provides accurate research- and data-related support to ensure the efficient operation of the Catholic Schools Office (CSO) and the schools being served. In collaboration with the superintendent, CSO staff and the diocesan Information Technology department, this individual will also work closely with Catholic school technology directors, teachers, staff and leadership to ensure best practices are employed in all areas of data and technology.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Manage, maintain and secure user-centered data and technology systems.
- Secure and maintain a centralized data storage management system from multiple school systems including, but not limited to, student information system, tuition management, grant and aid, enrollment, and academic assessment.
- Serve as primary contact for data systems and technology vendor(s) and stakeholders, including license and security access policies and administration, contract compliance, effectiveness, and system user training.
- Apply best practices in data quality and database management, consult and problem-solve with school staff and leadership.
- Respond to school data and technology inquiries and research requests from CSO and diocesan staff and school leadership.
- Disaggregate metrics related to strategic planning, student achievement gaps, enrollment trends, demographics and finances.
- Lead quantitative and qualitative research on trends in Catholic education and diocesan schools based on demographics and other relevant factors. Design and implement workflows to translate the research into actionable insights to further the mission of the CSO and its schools.
- Create, distribute, collect and analyze the annual school effectiveness survey and report results to CSO staff and school leadership.
- Collaborate with diocesan staff to gather school enrollment, academic assessment, grant and aid, employment and financial data.
- Assemble school and diocesan dashboards for data visualization, analyze and review performance metrics to assess operational vitality, trends and projections, and assist with best practice recommendations.
- Additional duties and responsibilities as assigned by Superintendent of Catholic Schools.

REQUIRED SKILLS & ABILITIES

- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook), Google products, Qualtrics, Tableau or similar programs. Experience with FACTS Student Information System, i-Ready, Frontline and Parishsoft a plus.
- Proven ability to use statistical analysis and visualization skills to represent data.
- Broad knowledge of best practices in data collection, analysis and continuous improvement.
- Excellent critical thinking, problem-solving and organizational skills, and exceptional at multi-tasking.

- Proven ability to form and maintain positive and supportive relationships with multiple stakeholders such as principals, teachers, pastors, parents, students, and other diocesan employees.
- Ability to contribute to effective and efficient office operations and meet deadlines.
- Excellent communication skills in speaking, writing, and listening.
- Demonstrate confidentiality, discretion, professionalism, initiative and follow through.
- Demonstrate a clear understanding of and commitment to the Catholic traditions of education, social justice, and service to others.
- Must support the mission, philosophy, objectives and policies of the Roman Catholic Church and the Diocese of Joliet.

EDUCATION AND EXPERIENCE

- Bachelor's degree in computer science education and/or information technology required. Master's degree preferred.
- At least five years of professional experience in informational and/or educational technology.
- Catholic School experience preferred.

WORKING CONDITIONS

- This is a full-time exempt position, with benefits. This position requires travel throughout the Diocese of Joliet that entails some evening and weekend activity. Flexibility of schedule and reliable transportation is required.

Physical Demands¹

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. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this great opportunity, please send your resume with cover letter to the Associate Superintendent at nkanzia@dioceseofjoliet.org. Please reference Director of Data and Technology in your email subject line.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.