



POSITION VACANCY

Director of Information Technology (DIT)

ABOUT US

The CT Association of Schools (CAS) is a 501(c)3 non-profit organization based in Cheshire, CT. CAS' core mission – to promote excellence in the education of all students – is achieved through advocacy, professional development, recognition programs and student activities. Our athletics division, the CT Interscholastic Athletic Association (CIAC), is the governing body for high school athletics in our state and comprises a large part of the overall operation. Our staff is small, close-knit, hard-working and family-oriented. We have a deep passion for our work and a genuine respect and affection for one another.

ABOUT THE POSITION

CAS-CIAC is seeking a full-time Director of Information Technology to manage our IT services (both internal and external) and infrastructure, including hardware, software, data systems and network resources. This individual will work collaboratively with CAS-CIAC leadership, staff, membership, and vendor partners to assess IT needs and implement solutions that promote organizational efficiency and maximize program quality and delivery.

GENERAL JOB RESPONSIBILITIES

- Rebuild legacy systems to enhance current functionality, improve efficiencies and allow for growth
- Develop and implement continuity protocols to minimize disruption to organizational operations and mitigate data loss
- Analyze infrastructure and systems performance to assess needs and plan for improvements that can minimize operating costs, promote efficiencies, increase productivity levels of staff and improve delivery of services to members
- Oversee security of systems and networks
- Develop and maintain relationships with external IT vendors and service providers
- Collaborate with CAS-CIAC leadership to develop technology-related office policies and procedures
- Maintain regular communication with member school principals, athletic directors, and technology administrators and provide technical support as needed
- Upgrade and maintain current messaging systems to facilitate communications between central office staff and the boards/committees that comprise our governance structure; and to ensure seamless and secure communication between staff and our member school personnel (e.g., principals, assistant principals, athletic directors, etc.)
- Maintain sports e-mail list-servs to communicate up-to-date tournament information, brackets, scores, sports updates, etc. via email
- Upgrade and maintain the current online membership database and CAS-CIAC event management system
- Serve as intermediary between schools and third-party software service providers (e.g., Arbiter sports, MaxPreps, NFHS Network, GoFan and others)
- Manage and maintain security and confidentiality of student eligibility information and tournament data in accordance with Connecticut laws governing data privacy and security
- Create web-based tools as needed to streamline internal operations, facilitate CAS program offerings and enhance sports tournament operations
- Manage all game scores and rankings, including customized tournament seedings and progress through championships; coordinate with tournament directors and central office personnel to post tournament results on the website as soon as results become available

NETWORK ADMINISTRATION

The DIT serves as the office computer network administrator, which includes the following responsibilities:

- Maintain wired and wireless internet access
- Troubleshooting network-related issues
- Negotiate contract with broadband provider and manage any outsourced IT services
- Manage office Google Workspace account and provide support to staff on use of tools/apps;
- Manage the process of standard hardware installation and software upgrades on all CAS-CIAC office workstations
- Provide staff training on use of new software applications
- Develop and maintain an inventory system for all technology equipment

WEBSITES

The DIT serves as the primary administrator of both the CAS and CIAC websites, which includes the following responsibilities:

- Collaborate with staff on re-design of CAS and CIAC websites, providing leadership on functionality and effective end-user experience
- Ensure success of ongoing content management through staff training and appropriate monitoring
- Conduct routine updates to ensure sites align with organizational goals and objectives

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to work both individually and with a team
- Ongoing proficiency in current technology for IT coding, systems, and management
- Strong analytical, problem-solving and management skills
- Ability to prepare written reports and provide effective presentations to a variety of audiences
- Strong communication skills, especially with non-technical end-users such as athletic directors, coaches and other school personnel
- Ability to handle multiple projects and deadlines

MINIMUM QUALIFICATIONS

- Bachelor's degree in information technology; master's degree in information technology preferred
- Five years' experience in information technology management and leadership preferred
- A general knowledge and understanding of the CAS-CIAC and its member schools
- Some background in sports preferred, but not required

SALARY

Commensurate with experience

APPLICATION

Email cover letter, résumé and two letters of reference to Dr. Glenn Lungarini, CAS-CIAC Executive Director, glungarini@casciac.org, no later than October 30, 2022.