



To: Principals of IHSA Member High Schools
State High School Association Executive Officers
Other Interested Parties

From: Craig Anderson, Executive Director

Date: October 5, 2018

Re: IHSA Opening

The Illinois High School Association announces plans to appoint a Director of Information Technology to its staff to fill a vacancy. General responsibilities for this position will include managing information technology systems and the internal and external technological strategies, communications and activities of the IHSA.

- (1) Applicants must submit a letter of application, a resume, personal references and a written statement (maximum one page) expressing both the individual's motivation for applying and a summary of those qualifications the applicant believes particularly suit him or her for the position.
- (2) The Illinois High School Association is an equal opportunity employer and female and minority applicants are encouraged.
- (3) Qualifications: It is recommended that all applicants have:
 - A minimum of a bachelor's degree in computer science or equivalent discipline.
 - 3+ years of experience in information technology field, with focus on database programming and web design and maintenance.
 - Knowledge of SQL Server and Microsoft Access and strong database programming skills.
 - Web design skills, with knowledge of ASP Classic and ASP.NET and familiarity with the DotNetNuke CMS system.
 - Working knowledge of Microsoft Office Suite, Microsoft server operating systems, Microsoft Windows operating systems, Microsoft Visual Studio, and Adobe Creative Suite.
 - Knowledge of current software solutions and programming trends.
 - Ability to perform simple hardware maintenance and troubleshooting.
 - Ability to identify gaps in security infrastructure and provide recommendations for the development of appropriate technical solutions.
 - Excellent communication skills, with the ability to influence senior administrators on technical decisions and describe technical challenges to non-technical people.
 - Understanding of industry best practices.
- (4) Salary will be determined commensurate with experience and other relevant qualifications. A comprehensive benefits plan is also provided.
- (5) Screening and interviewing of candidates will be coordinated by Craig Anderson, Executive Director and Kurt Gibson, Associate Executive Director. Actual employment will be by approval of the IHSA Board of Directors. February 1, 2019, is targeted as the effective date of the appointment.
- (6) Interested candidates **must** submit their letter of application, resume and information to: resumes@ihsa.org
- (7) Deadline for receiving applications is November 21, 2018.