

POSITION DESCRIPTION

Position: Informational Technology Director
Department: Information Technology (IT)
Position Type: Full-Time
Reports to: Head of School

Spiritual:

- Seek to role model in attitude, speech, and action a consistent daily walk with Jesus Christ
- Motivate others to accept God's gift of salvation and grow in their faith
- Follow the Matthew 18 principle in dealing with students, parents, staff and administration
- Lead others to a realization of their worth in Christ and cultivate their growth in Christ-like character
- Subscribe to and promote the statement of faith

Position Focus: The Informational Technology Director position encompasses six primary roles: IT planning and development, staff training, IT purchasing, network administration, supervision of IT staff, and instructional technology support.

Position Parameters:

- Prepares proposals and solicits bids for system technology needs.
- Analyzes information to determine, recommend, and plan layout for type of computers and peripheral equipment, or modifications to existing equipment and system that will provide capability for new or upgraded networks, while maintaining efficient operation and effective use of space.
- Remains current on new developments in the areas of software, hardware, networks, telecommunications, training and maintenance.
- Develops, manages, and evaluates the technology budget, policies and procedures of the IT Department by partnering with the divisional Principals
- Work with the Head of School and Principals in the long-range planning, facilities design, school construction issues, and budgeting with regards to technology.
- Attends conferences, seminars, and training sessions to maintain competency level.

IT PLANNING & DEVELOPMENT

- Develops, monitors, and annually updates an ongoing five-year technology plan for CCS.
- Submits and manages needed technology budgets, projects, grants, and policies.
- Manages resources effectively, including personnel, money and materials.

STAFF TRAINING:

- Provides professional development opportunities for technical and training support staff to keep abreast of the rapid changes in technology and software.
- Develops and coordinates training and development programs in the technologies for all staff.

IT PURCHASING:

- Reviews and approves all system technology purchases to assure compatibility.
- Requisitions new materials, maintenance supplies, and other miscellaneous items needed by the Technology Department.
- Requisitions maintenance and repair parts for CCS's technology equipment.
- Coordinates, evaluates and recommends hardware and software purchases and replacement.
- Maintains an inventory of technology assets school wide.
- Supervises the installation of computers and related equipment throughout CCS.
- Contracts with vendors to provide needed technology solutions.
- Reviews reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.
- Coordinates vendor services and maintains positive relations with corporate partners.
- Manages vendor relationships, including maintenance, hardware and software upgrades, and ongoing development work with the system and users.

NETWORK ADMINISTRATION:

- Installs and supports LANs, WANs, network segments, Internet, and intranet systems including Wi-Fi networks.
- Monitors networks to ensure security and availability and performance.
- Determines network and system requirements.
- Installs and maintains network hardware and software.
- Maintains integrity of the network, server deployment, and security.
- Ensures network connectivity throughout a company's LAN/WAN infrastructure is on par with technical considerations.
- Ensures information/data persistence, integrity, security, and backup.
- Assigns configuration of authentication and authorization of directory services.
- Maintains network servers such as file servers, VPN gateways, and intrusion detection systems.
- Administers servers, computers, printers, routers, switches, firewalls, software deployment, security updates and patches.

- Evaluates and modifies system performance.
- Identifies user needs.
- Identifies and resolves technology concerns and problems.
- Consults as needed for website development.

IT STAFF SUPERVISION:

- Directs technology staff in technology maintenance and installation.
- Evaluates the job performance of the technology staff.
- Assists staff to diagnose and solve computer equipment problems.
- Supervises the school's broadcasting network.

INSTRUCTIONAL TECHNOLOGY SUPPORT:

- Partners with the divisional Principals to maintain a smooth administration of all academic systems and technology.
- Manages the school's SIS and LMS systems for all administrators, faculty, staff and students while spearheading the maximum utilization of the tools it provides.
- Develops and maintains an online repository of resources to provide information on current best practices, innovations, and emerging trends for faculty and students (e.g. tutorials, interactive programs, websites) to promote sharing of resources.
- Ensures that the technology standards are updated and carried out for students, teachers, and administrators by overseeing training, guidance, support and assessment.
- Consults with administrators to define equipment needs.

Minimum Qualifications:

- 5yrs+ experience as technology executive or management professional
- Strong interpersonal skills and ability to effectively communicate with teams across the entire organization
- Strong knowledge of project management principles
- Solid working knowledge of current security protocols and threats
- Strong knowledge of Microsoft Azure and Office 365
- Microsoft Windows Server, all roles and features
- Virtualization (Hyper-V virtual host and clients)
- Remote Access and VPN
- Networking including cabling, switches, routers, PoE, protocols, WiFi, etc.
- Devices and operating systems including MS Windows, MacOS, iOS, Android.
- Database Servers including MS SQL and MySQL.
- Web development including HTML, Javascript, PHP, Wordpress, CSS

Preferred Qualifications:

- Master's Degree in Educational Technology, Master's of Library Information Science, or comparable degree