

Job Posting: Director of Technology

QUALIFICATIONS:

- Bachelor's degree or higher in Computer Science or related field
- Technical support experience in data network operations, LAN/WAN interfacing, Wi-Fi, Internet Protocols and TCP/IP, data security, data backup, disaster recover, virtualized servers (e.g., VMWare, Hyper-V), and network topology and infrastructure implementation.
- Ability to manage multiple concurrent projects and motivate professional staff
- Excellent organizational skills, with ability to manage multiple priorities
- Strong interpersonal skills with ability to communicate with a variety of stakeholders.
- Excellent oral and written communication skills
- Ability to work effectively as part of a team.
- Proven critical thinking abilities
- Ability to communicate technical concepts to technical and non-technical audiences
- Proven experience in technology infrastructure planning and development
- Proven leadership experience with evidence of successful project management
- Experience in an educational setting is preferred
- Knowledge of E-Rate
- Firewall administration and management
- Hardware/cabling trouble shooting and repair competencies

REPORTS TO: Vice Principal for Curriculum and Technology

SCHEDULE: 12 month contract

Director of Technology Responsibilities

- Provides leadership, assistance, and coordination in the use of technology.
- Maintains the computer local area networks and Internet connections.
- Assists in the development and ongoing evaluation of the school's long range Technology Plan.
- Serves as a resource to the administration of the school in matters of classroom technology.
- Consults in maintaining the school's web page and web design class.
- Manages and implements school wide network security.
- Interacts positively and effectively with all faculty and staff.
- Oversees all technology hardware, software, network, servers, etc.
- Manages 1:1 roll out, implementation, and support for teachers and students
- Serves as the point of contact for all technology requests including troubleshooting
- Organizes all technology systems and software for use by teachers for instruction
- Maintains all faculty and student software with new student and faculty members
- Implements technology planning and purchasing and develops and implements an accurate budget
- Assists teachers with integrating technology into classroom activities and lessons
- Supervises network administration, maintenance, updates, troubleshooting, and repair tasks
- Coordinates online assessment programs and protocols
- Communicates changes, implementations, and updates effectively to faculty and staff
- Manages help desk/technology tickets for assistance with troubleshooting
- Performs preventative maintenance procedures according to designated schedule while inventorying and cataloging all technology equipment
- Prepares devices and materials for training

- Creates and configures user network and email accounts
- Provides support for school phone system and surveillance cameras
- Provides support to teachers trying new software and instructional applications
- Performs tasks as requested by the Principal or Vice Principals
- Manages all required campus server-based functions, including:
 - Student Records SIS DB
 - Admissions DB
 - Business office DB
 - Development office DB
 - Volume software licensing
- Remote monitoring, troubleshooting and management of vital campus data services

Preferred Competencies

- Previous education setting experience
- Knowledge of Microsoft operating systems
- Knowledge of Apple products/iOS,
- Knowledge of Google Apps for Education
- Preferred Certification Areas or equivalent industry experience:
 - Microsoft Server Infrastructure
 - Network Administration
 - Server Backup and Disaster Recovery