

Chadwick International

Job Description

Director of Information Technology - Professional Responsibilities

Position Title:	Director of Information Technology
Reports to:	Head of School
Receives Guidance From:	School Administrators
Supervises:	IT Staff

Summary

The Director of Information Technology leads in the development and management of the school's strategic systems and technology directions in order to provide the most efficient support for current operations and future information technology needs.

Responsible areas

Infrastructure Technology, Operation Technology, and Education Technology

Job Descriptions

- Direct the development, implementation and administration of all IT: overseeing new system facilitation, current system enhancements, and project management of IT initiatives.
- Head the process of developing and implementing the IT system for maximum efficiency and effectiveness.
- Ensure timely and accurate delivery of technology products, services, and training.
- Establish and maintain strategic alignment with the operation of the school. Create departmental goals and convert them to easily implemented plans.
- Define and improve all system, network, security, desktop, telecommunication, and AV operations processes and service levels.
- Upgrade, install and troubleshoot hardware devices and software applications for responsible areas.
- Develop and document system and operating standards for responsible areas.
- Proactively assess potential risks of IT environment. Advise options, costs vs. benefits, impact on other operation processes and system priorities.
- Maintain inventory of equipment and parts as well as documentation of critical activities.
- Ensure stable and reliable system operation including backup, archive and restore.
- Document and maintain operation continuity and disaster recovery plans as needed by school.
- Consult with team, management and customers to develop and deliver appropriate technical solutions and enhancements.
- Collaborate with the curriculum dept. to ensure proper integration of technology that enhances student achievement in all subject areas.
- Plan and provide necessary training to faculty, staff, and students.
- Oversee on-time hiring, staffing, training, disciplining and performance appraisals.
- Preparation and management of operating and capital budgets.

- Negotiate contracts and perform purchases for all software, hardware and consulting services.
- Manage strategic and appropriate vendors relationships and services.
- Research and provide information on technical trends.
- Perform other duties as assigned.

Education, Experience and Skill Requirements

- Bachelor's degree in information technology, computer science/engineering, or a related field
- Significant experience providing leadership for Learning Technologies in a large school
- Significant experience in systems, network architecture, design, development and management in an education setting
- Excellent communication, leadership, customer service and collaboration skills
- Excellent verbal and written communication skills in English and Korean
- Highly advanced analytical abilities with operational vision.
- Solid project management skills
- Advanced decision-making and problem solving skills
- Effective negotiation and vendor management skills
- Successful in fast paced and quickly changing environments
- Business acumen, knowledge and professionalism
- Commitment to the core values and mission of Chadwick School
- Preferred Certifications: Microsoft Certified System Engineer (MCSE), Microsoft Certified System Administrator (MCSA), Cisco Certified Network Associate (CCNA), Apple certification and ITIL (Information Technology Infrastructure Library).

This job description indicates the general nature and level of work expected of incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of incumbent. Incumbent may be asked to perform other duties as required.

APPROVED: July 17, 2017
