Hilton Head Christian Academy - Technology Position
Middle/ Upper School Faculty 2018-2019

Director of Instructional Media and Technology

Department:	N/A
Reports to:	Academic Dean
Direct Report:	Technology Faculty
Education:	B.S./B.A. in Technology or other related field
Location:	55 Gardner Dr.
	Hilton Head Island, SC 29926

Hilton Head Christian Academy, an independent, co-educational, Christian, college preparatory school, seeks a full-time Director of Instructional Media and Technology for the 2018-2019 school year. The position will oversee, evaluate, and manage the successful implementation and support of Hilton Head Christian Academy's technology initiatives. Successful candidates will be expected to work proactively to maintain and expand the technology environment and support school staff to successfully utilize resources that promote our 21st Century Education model. Building on a distinctly Christian worldview, "to know Christ and make Him known," candidates need to be prepared to stimulate communication, creativity, and critical thinking amongst students and staff, while collaborating with faculty to maximize our technological offerings. All school faculty members work to mature their Christian faith and cultivate respectful, productive partnerships with school families.

Primary Responsibilities:
- Manage, maintain, and evaluate the campus network.
- Manage HHCA email.
- Manage, maintain, and delegate responsibilities of hardware on HHCA's campus
- Manage and analyze the requirements of all departments to determine their technology needs.
- Inspect the use of technological equipment and software to ensure functionality and efficiency.
- Identify the need for upgrades, configurations, or new systems and report to Academic Dean.
- Assist in building relationships with vendors and creating cost-efficient contracts.
- Manage the Technology budget.
- Manage the *Bring Your Own Technology* program for faculty.
- Promote and lead the technology vision of HHCA.
- Facilitate the needs of the front office staff's technology.
- Manage and coordinate Blackbaud background (hosting and platform) information.
- Provide website support, as needed.
- Be prepared to teach a computer-based course, if needed.

- ☐ Flexibility in class coverage and online class support.
- ☐ Facilitate technology-related professional development opportunities for HHCA and freely communicate new ideas with teachers and staff.

Personal and Professional Profile:
- Be a born-again Christian, committed to the Lord, exhibiting a close and dynamic daily walk with Christ.
- Be in agreement with and able to support the school's Statement of Faith.
- Be a student of God's Word and able to apply Biblical truth in speaking and counseling situations.
- Place the oneness of the Body of Christ above membership in a particular denomination or church.
- Understand the distinctives of Christian education and HHCA and be committed to those distinctives.
- Be an active supporter and promoter of HHCA in and out of the classroom.
- Have excellent interpersonal and communication skills with staff, students, faculty, and parents.
- Have a teachable spirit and receive feedback with a willingness to learn.
- Be an innovative thinker and problem solver with a strong work ethic and desire to grow.
- Be well organized and share good leadership skills.
- Have highly advanced computer skills.
- Maintain confidentiality in all school matters.
- Present a positive image of the school to others and the community.
- Be able to follow through on communications and decisions.
- Have professional experience and qualifications to match the position.

Qualifications:
- Bachelor's degree in Technology or related field or significant work experience in professions requiring extensive use of technology.
- South Carolina certification and teaching experience is preferred, but not required.

To Apply: Applicants should email a cover letter and resume, to our Academic Dean, Mr. Parker Collins (pcollins@hhca.org), and complete an application form and Statement of Faith on our website: https://www.hhca.org/page/about/employment.