Director of Technology

Responsibilities of Employment:

Saint James School is seeking an experienced and knowledgeable individual to serve as the school's Director of Technology. Saint James School is a PreK-3 through 12th grade independent school in Montgomery, Alabama, with a faculty and staff population of approximately 115 and a student body of about 925 students.

Candidates should be prepared to work with each member of the faculty and administration in a positive, supportive, and collaborative manner essential for a school environment. Full cooperation with the administration and adherence to school policies and procedures are required. All Saint James School employees are expected to maintain the highest level of professionalism at all times in interacting with students, parents, and school personnel.

Skills required include:

- Configuring and troubleshooting Brocade Switches
- Maintaining and troubleshooting Level 3 Fiber Service
- Configuring, maintaining, and troubleshooting Aerohive wireless
- Configuring the Palo alto firewall (including security profiles, URL filtering, QoS, VLAN's, VPNs and certificates
- Configuring, maintaining, and troubleshooting Suite for Education
- Configuring, maintaining, and troubleshooting Jamf Pro
- Configuring and troubleshooting Blackbaud SIS, LMS, and Razor's Edge
- Configuring, maintaining, and troubleshooting the BlueWave Security System
- Maintaining a budget accountable to the Business Director of the school
- Configuring, maintaining, and troubleshooting all technology devices, software, licenses, and warranty/repair information including Windows PC, iOS, and MacOs devices
- Coordinate over 1000 iOS and macOS device deployment, distribution, orders and collection
- Manage and maintain SMART boards
- Manage and maintain NEC/Dukane projectors

- Coordinate with the Educational Technology Specialist to ensure that educational objectives are met
- Advisor to the National Technical Honor Society
- Manages the school technology team serving all aspects of school culture
- Manages the school "Help Desk"
- Keeps certification up to date and maintains a current and relevant knowledge of technology, particularly that which is relevant to a school environment.
- Prior experience working with with Apple devices and in a school setting is preferred.

Send a completed application packet including official transcripts, reference letters, and a current resume to:

Saint James School
Attn: Shannon Ippolito
6010 Vaughn Road
Montgomery, Alabama 36116