

**FIRST BAPTIST ACADEMY
INSTRUCTIONAL TECHNOLOGY SPECIALIST**

REPORTS TO: Director of Business Operations

DIRECT REPORTS: Help Desk Student Assistants

POSITION OBJECTIVE: Major responsibility of the position is to direct the development, implementation, operation, monitoring and evaluation of the technology program.

QUALIFYING CHARACTERISTICS: The employee is a Christian with an authentic and a mature personal relationship with Jesus Christ in both their professional and personal life with a calling and commitment to Christian education. Tact in dealing with people at all levels; must possess strong communication skills. Ability to manage financial resources. Ability to maintain confidentiality with sensitive customer and internal information. Ability and desire to learn new skills quickly, effectively communicate issues and resolutions to all levels of the organization. Ability to work responsibly with or without direct supervision.

EDUCATION AND EXPERIENCE REQUIREMENTS: Bachelor of Science degree required, Masters preferred. Minimum of four years related experience required. Extensive experience with and knowledge of computers, servers, security, networks, voice systems and related technologies; general knowledge of resources that support instructional integration of technology; general knowledge of infrastructure requirements and components of local and wide area networks, Internet, intranets and distributed learning.

ESSENTIAL JOB DUTIES:

- Provide leadership for short- and long-range planning for all technology initiatives: vision, goals, program objectives/activities, infrastructure, staffing, training, evaluation, budgeting, collaboration with others.
- Must possess critical thinking, problem solving, and decision-making abilities.
- Monitor Technology Strategic Plan and revise as needed.
- Plan, develop and implement support staff development activities to meet yearly goals; coordinate weekly, monthly and yearly work essential to systems function.
- Train educators in use of hardware and software.
- Assist users and trainers with direction, guidance, vision setting and problem-resolution associated with ordering, service and support.
- Establish evaluation strategies and implement formative and summative activities.

- Work with Principals to integrate technology in ongoing instructional programs for all curriculum areas.
- Establish standards for purchase of equipment, software, related media, and supplies for instructional technology integration and management activities.
- Oversee campus-wide inventory of technology assets, repairs and replacements.
- Plan/coordinate implementation of special activities to promote technology.
- Serve as clearinghouse of information on trends, research, applications and effective practices related to use of technology at all levels; system contact for all technology-related communication.
- Duties require experience in a Multi-server environment with in-depth experience with Active Directory.
- Require Certification status of MCSE and/or CCNA.

The above description covers the most significant duties performed, but does not exclude assignments not mentioned.

PHYSICAL REQUIREMENTS: Must be able to meet physical requirements of the position

EXEMPT STATUS: Exempt, Salary

WORK SCHEDULE: 12 month position, per contract

Date Prepared: February 2018

Prepared by: Ray Casey