



<b>Employee Name</b>	TBD		
<b>Job title</b>	Systems Administrator		
<b>Supervisor</b>	Nathan Ennis, IT Director		
<b>Hours per week</b>	40	<b>Exempt/Non-Exempt Status Full-Time/Part-Time Status</b>	Non-Exempt Full-Time

**Job purpose**

System Admin is a critical role in GRACE community. This position will handle the day to day aspects of maintaining our on-campus systems. A good candidate will be able to resolve a variety of problems quickly, exhibit good time management skills, possess excellent troubleshooting skills, and have a reliable vehicle to travel between buildings and to events when necessary. In addition to System Admin, the role involves coordinating support for organizing AV equipment for weekly chapels, streaming select GRACE events, coordinating events on the calendar, and working with select students to accomplish these tasks. This position directly reports to the IT Director.

**Duties and responsibilities**

*Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

<b>Primary Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• Upgrade, Patch, Backup and Test critical Systems.</li> <li>• Google G Suite Management.</li> <li>• Active Directory Account Management.</li> <li>• Provide lead tech support and account management of Talon, LanSchool, and RenWeb.</li> <li>• Deploy and maintain servers using VMware.</li> <li>• Manage end user computers through MDM and GPO.</li> <li>• Manage office 365.</li> <li>• Maintain all network connections.</li> <li>• Manage and Maintain Firewall</li> <li>• Prepare mics, audio/video equipment, and other required items for events (when assigned) Participate in CritSit (Critical Situation) events to help troubleshoot, mitigate, and remediate critical outages or events that widely impact the organization</li> <li>• Troubleshooting for staff/student MacBook/Chromebook/PC laptops, desktops, printers/copiers</li> <li>• Troubleshoot in-classroom technologies (Smartboards, projectors, printers, etc.)</li> <li>• As IT is an constantly changing field, a good candidate will understand that changes in required duties are natural and expected</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Shall seek to role model in attitude, speech and actions as consistent with a daily walk with Jesus Christ.</li> <li>• Shall follow the Matthew 18 principle in dealing with students, parents, staff and administration.</li> <li>• Shall support the broader program of the school by attending extra-curricular activities as requested.</li> </ul>

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**GRACE Code of  
Conduct for  
Faculty  
& Staff**

- Shall know the procedures for dealing with issues of an emergency nature.
  - Shall contribute to the general improvement of the school program.
  - Shall refuse to use or circulate confidential information inappropriately.
  - Shall perform any other duties which may be assigned by the Head of School.
  - Shall demonstrate the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance and punctuality.
  - Shall meet everyday stress with emotional stability, objectivity and optimism.
  - Shall respectfully submit and be loyal to constituted authority.
  - Shall maintain a personal appearance that is a role model of cleanliness, modesty, good taste and in agreement with school policy.
  - Shall be an effective communicator in written and oral communication.
  - Shall recognize the need for good public relations and represent the school in a favorable and professional manner to the constituency and general public, including in the use of social media.
  - Shall place the ministry of GRACE Christian School ahead of outside or volunteer work.
  - Shall make an effort to appreciate and understand the uniqueness of the community.
  - Having accepted Jesus Christ as personal Savior, shall affirm publicly and have a lifestyle consistent with GRACE's Statement of Faith and the GRACE Mission, Vision and Core Values.
  - Must adhere to work hours that are set to perform the required job function.
  - Attends and participates in scheduled campus and/or school meetings as needed.
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- Agrees to the GRACE Code of Conduct for Faculty and Staff as stated below:
  - The staff member will manifest by precept and example the highest Christian virtue and personal decorum, serving as a Christian role model (1 Timothy 4:12) both in and out of school to pupils (Luke 6:40), and as an example to all the GRACE family and fellow staff members in judgment, dignity, respect, and Christian living. This includes, but is not limited to, abstaining from drunkenness, illicit drugs, pornography, or the use of vulgar and profane language (Colossians 3:17, Titus 2:7-8, 1 Thessalonians 5:18, 22-23, and James 3:17-18). In addition, the staff member voluntarily limits his/her Christian liberty (to avoid being a stumbling block and to respect parental beliefs) by abstaining from the use of alcohol or tobacco at any school-related function.
  - The staff member will faithfully attend and financially support a local church whose fundamental beliefs are in agreement with the Statement of Faith of this school (Hebrews 10:25).
  - The staff member accepts without verbal or mental reservation both the Statement of Faith and the Educational Philosophy and Objectives of GRACE Christian School and is committed to uphold them.
  - The staff member has read this Job Description and agrees to abide by the requirements listed. The staff member will become familiar with both the Faculty/Staff Manual and Parent/Student Handbook and agrees to abide by them, as well as any additions made during the year. He/she agrees to cooperate in every way with the school authorities and adhere to the policies adopted by the GRACE Board of Trustees. Failure to do so may result in probation, fines, suspension without pay, or termination of employment.

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	<ul style="list-style-type: none"> <li>• The staff member agrees to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report, refraining from negative criticism and murmuring. All differences are to be resolved by utilizing biblical principles – always presenting a united front. Appropriate confidentiality will be observed with regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15).</li> <li>• The staff member acknowledges that he/she is fully aware of his/her obligations under state law regarding child abuse reporting requirements and that he/she will fulfil those obligations.</li> </ul>
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**Qualifications**

Required Skills	<ul style="list-style-type: none"> <li>• Basic/Advanced troubleshooting</li> <li>• Proficiency in electronic communication</li> <li>• Ability to adapt quickly and learn new skills</li> <li>• Proficiency in OS X and Apple Applications</li> <li>• Proficiency in Windows 10 and Microsoft Office Suite</li> </ul>
Preferred Skills & Experience	<ul style="list-style-type: none"> <li>• Basic sound board experience</li> <li>• Audio/Video streaming experience</li> <li>• Microsoft Active Directory experience</li> <li>• Basic server management skills</li> <li>• Basic networking skills</li> <li>• Basic understanding of CSV files and importing</li> <li>• SCRUM and work visualization</li> </ul>

The staff member shall be one who has received Jesus Christ as Savior and Lord. The staff member shall be a member in good standing of an evangelical church and shall lead a separated life. The staff member shall reflect the purpose of the school, which is to honor Christ in every class in every activity.

Other qualifications may be added by the Head of School as deemed appropriate.

*GRACE Christian School is an equal employment opportunity employer and does not discriminate against any person because of race, color, creed, sex, national origin, disability, age, genetic information, or any other characteristic protected by law (referred to as "protected status"). This non-discrimination policy extends to all terms, conditions and privileges of employment as well as the use of all company facilities, participation in all company-sponsored activities, and all employment actions such as promotions, compensation, benefits and termination of employment.*

<b>Employee Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	

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