

Columbia Independent School

1801 North Stadium Boulevard, Columbia, MO 65202
tel (573) 777-9250 | fax (573) 777-9251 | www.cislions.org

A College Preparatory School



Position: IT Systems Coordinator & IT Faculty

Reports to: Head of School/Division Directors

Job Summary

Columbia Independent School (CIS), a college-preparatory independent school, is seeking an innovative and knowledgeable IT Systems Coordinator and IT Faculty member. The IT Systems Coordinator is responsible for the integration and support of technology across the school, including tracking and maintenance of student and staff devices, troubleshooting and tech assistance for students and staff, and coordination and communication with the school's IT vendors. As a leader, the coordinator helps to identify the technology needs of the school and creates plans to strategically address those needs. As a collaborator, the coordinator advances the instructional technologies and other technologies that support the students, faculty, and staff. As a resource, the coordinator should be conversant with the best technology resources available for educators and promote the adoption of these resources.

The combined IT faculty role is designed to promote our middle and upper school students' hands-on learning by sharing practical IT knowledge, with an instructional focus on real-world problem-solving in the field of information technology. Working in conjunction with the Innovation Lab (Cube) instructor, classroom teachers, and division directors, the coordinator will develop and teach 1-2 classes and provide opportunities for students to build skills progressively through their secondary experience, often connecting these skills with specific grade-level curriculum.

Columbia, Missouri

CIS is a growing school of 470 for students aged 3 to grade 12, located in a mid-sized city halfway between the major metropolitan areas of St. Louis and Kansas City. Columbia is home to the flagship University of Missouri, and so offers all the amenities of a college town—and a populace that values education, cultural opportunities, award-winning restaurants, and collegiate athletics. Outdoor opportunities abound in the area.

Essential Duties and Responsibilities

- Support the installation and use of equipment
- Troubleshoot day-to-day technology issues for students, faculty, and staff
- Coordinate work with outside contractors and vendors related to IT
- Manage the school's G-suite accounts and shared file structures and assist staff in the use of these systems
- Manage and support the learning management and student information systems (Blackbaud) and assist staff in the use of these systems

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- Manage and support the school's hardware and components, including Chromebooks, Apple products, phone systems, printers, and audiovisual equipment
- Teach skills in STEM (e.g. coding, web design, Scratch, Tinkercad, 3D printing, Lego robotics, Microbits programming, engineering design, etc.)
- Update and create curriculum in conjunction with department and division goals
- Collaborate with MS/US teachers to enrich grade level curricula and develop cross- curricular projects
- Collaborate with the middle/upper school STEM teacher to establish continuity with the curriculum and advance the creative needs and growth of the program, including the design of elective courses related to computer programming or other technologies
- Attend faculty, divisional, and in-service meetings as scheduled
- Support the mission of the school through teaching, advising, and participating as a member of the faculty

Additional Duties and Responsibilities

- Attend professional development opportunities
- Periodically lead clubs before or after school
- Model life-long learning through personal and professional growth
- Set up Audio Visual equipment, as needed
- Serve as an ambassador for the school at Open Houses and other admissions or public relations activities

Qualifications

- Bachelor's degree or significant experience in educational technology or related field
- Strong planning and organizational skills
- Commitment to the success of every student
- Proven collaborator and team member
- Self-starter who is driven to add value to the organization
- Innovative and optimistic thinker

Interested candidates should submit a Letter of Interest, three References, and a Resume/CV via email to resumes@cislions.org.