



Lexington Christian Academy

Lexington, MA

DIRECTOR OF IT AND DATA MANAGEMENT

OVERVIEW: Lexington Christian Academy is accepting applications for the Director of IT and Data Management position. This position will report to the CFO and will be responsible for managing all LCA technology systems, academic technology support and IT department budget as well as directing and improving the integrity and usage of Academy's data. This position requires in-depth knowledge of information technology, excellent problem solving skills, great service attitude toward the LCA IT user community, and prudent management of all IT systems resources and the departmental budget. LCA is looking for a seasoned IT professional with a proven record of success in all aspects of IT systems administration.

CORE RESPONSIBILITIES:

Enterprise Technology Resources and Systems Management

- Research, plan and manage all aspects of the Academy's enterprise IT resources including (but not limited to) purchasing, implementation, service and inventory management of all technology related materials: hardware, software, teaching aids, vendor service contracts.
- Conduct and document Analysis of Alternatives (AoA) for major technology service and product purchases.
- Maintain Internet/intranet connectivity and service level agreements (SLA's) for all information systems.
- Document and track actual versus anticipated benefits for major technology service and product purchases.

IT Risk Management

- Identify, document and maintain technology Business Continuity Plan (BCP).
- Create and/or maintain, document and implement Disaster Recovery Plan (DRP)
- Develop technology risk management profile:
 - Identify and document mission-critical IT services and assets.
 - Identify and document an effective IT security policy and risk management strategy.

Technology Vendor Management

- Capture and prioritize the evolving needs of the diverse user groups within the Academy's constituency.
- Identify and communicate technology trends and potential investment plans pertaining to all IT investments.
- Research, evaluate and negotiate with all technology vendors to ensure the best price-performance available to the Academy.

Academic Technology Systems Support

- Recommend hardware and software system specifications for academic technology applications to support classroom teaching.
- Develop, maintain, and advocate the use of technology tools for faculty and offer training programs as needed.
- Set appropriate school-wide IT policies for the LCA user community.
- Provide support to the LCA Director of Student Life in communicating LCA IT policies to students and their parents.

Direct Data Usage and Integrity of the Academy and Its Departments

- Work with the CFO and departmental heads to identify any data gaps that exist, recommend solutions to fill those gaps, and coach users within departments to ensure key IT systems investments are properly utilized.

Departmental Budget Management and Other Administration

- Prepare and administer the technology budget related to both instruction and infrastructure.
- Participate in or chair regular technology committee meetings.
- Supervise, coach, and instruct staff(s) in the technology department.

QUALIFICATIONS:

- Minimum 5-7 years of progressively responsible professional experience in IT systems administration.
- Excellent analytical and problem solving skills; clear written and oral communication skills; strong interpersonal skills; great customer service orientation; focus on results and outcomes
- Ability to prepare and manage a departmental budget
- Willingness and ability to lift ~40 lbs as needed
- Knowledge of IT in educational environment (e.g., SeniorSystems and Blackbaud) is a strong plus
- **Recognizing that LCA is strongly committed to Christian faith, we expect that the successful candidate will subscribe to the Academy's Statement of Faith, Standards of Christian Living and be a member in good standing of a Christian church** (*Copies of these documents can be found under our employment section of the LCA website*).

ENVIRONMENT:

Lexington Christian Academy is a grade 6-12, independent college preparatory school that exists to educate young men and women in the arts and sciences in the context of the gospel of Jesus Christ by developing intellectual ability, nurturing spiritual and moral growth, encouraging creativity, and instilling a desire to serve God and others.

EDUCATION: B.S. in Information Technology, Computer Science or related field

SALARY & BENEFITS: This is a full-time, 12-month position. Salary is negotiable, commensurate with experience and/or qualifications.

APPLICATION PROCEDURE:

Mail or electronically submit a resume, cover letter, 2 professional references and brief answers to the following questions to:

- Describe your view of Christian education and your commitment to it.
- What motivates you to work in a Christian school?

Yoon-Hi King, CFO
Lexington Christian Academy
48 Bartlett Avenue
Lexington, MA 02420
Web site: www.lca.edu
E-mail: employment@lca.edu

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