



LINFIELD CHRISTIAN SCHOOL
DIRECTOR OF TECHNOLOGY

DEFINITION

Under direction of the CFOO the Director of Technology manages the I.T. department and is responsible for the design, implementation, and support of all information technology, communication, and security camera systems, to support the Linfield community to live out its mission and purpose.

ESSENTIAL FUNCTIONS

- Develops, manages, and evaluates the technology budget
- Reviews, approves, and initiates hardware purchases to maximize cost savings and compatibility with established standards
- Evaluate software purchases on an as needed basis for compatibility
- Manages technology staff in day to day operations to perform technology installation, maintenance, and customer support, to assure excellence in customer service
- Provides advanced technical knowledge and guidance for I.T. team
- Supports the HR department with new employees and terminations
- Performs annual reviews of I.T staff
- Communicates with faculty and staff to maintain knowledge of user requirements and assure ongoing customer satisfaction
- Provides management with timely information regarding the state of technology and communications systems/issues/plans, etc.
- Consults with faculty and staff on new projects as it relates to system capacity and equipment requirements
- Partners with the Educational Technologist to drive use of relevant technologies in classroom
- Formulates technology department training program and professional development opportunities to assure I.T. team remains current on new developments in the areas of technology
- Identifies faculty and staff technology training needs and co-ordinates instruction as needed
- Troubleshoots, repairs, and upgrades computer, network, phone and camera hardware and software
- Reviews reports of computer use, malfunction, and maintenance to ascertain costs, plan operating changes, and assure timely completion of user trouble tickets
- Evaluates hardware and software needs to determine impact to infrastructure
- Establishes system-wide software and hardware standards, requirements and specifications
- Designs, implements, and supports computer networks suitable for educational settings
- Ensures safeguarding and backup of all computer files, including disaster recovery plan
- Responsible for network security: web filter, capacity, usage, threat protection, and internet access
- **Other duties as assigned**

EMPLOYMENT STANDARDS

ABILITY TO

- Evaluate the use of technology in the classroom
- Model and support the effective integration of technology in the classroom
- Display competency with administrative and instructional applications of technology
- Use multi-media equipment and applications, basic software applications and common operating systems

- Demonstrate a working knowledge of hardware components and their functions
- Possess the ability to implement new technologies
- Demonstrate working knowledge of fundamental network design and common network operating systems
- Design and implement computer networks suitable for educational settings
- Plan both long and short term training programs

EDUCATION

- Bachelor’s degree from an accredited college or university with experience and/or training in educational technology

EXPERIENCE

- 3 years in a Medium/Enterprise business IT environment
- Familiar with Windows Server, Active Directory, DNS, DHCP, Group Policy, Windows 10, IP Networking, VMWARE/ESXi, VEEAM, TrendMicro, OfficeScan, Cisco switch, Palo Alto Firewall, VPN, email administration, network cabling, VOIP phone system, etc.

QUALITIES

- Exhibits a public and private, intimate, growing relationship with Jesus Christ.
- Possesses a clear philosophy of passion for excellence in Christian Education and Linfield Christian School
- Fosters optimum employee/employer relationships.
- Demonstrates integrity in leadership style and decision making

I acknowledge receipt of this job description. I understand that the following duties and/or responsibilities also apply:

1. This job description is not intended to be all-inclusive, and I will also perform other reasonably related business duties as assigned by my immediate supervisor and/or other management personnel as required.

This document describes the position currently available. It is not an employment contract. Linfield Christian School reserves the right to modify job duties or job descriptions at any time.

Employee: _____ Date: _____

Supervisor: _____ Date: _____