

MT. JULIET CHRISTIAN ACADEMY | Mt. Juliet, TN

Job Description

JOB TITLE: IT

REPORTS TO: Head of School

PRIMARY PURPOSE: To assist in educational instruction and administration through implementation and maintenance of computer and related technologies.

QUALIFICATIONS:

- Familiar with Data Communications/Networking, Computer Science/Information Systems, related work experience and/or industry certification
- Must pass criminal background check and demonstrate Christian principles in relating to students, parents and others.

DUTIES AND RESPONSIBILITIES: This position may perform to a greater or lesser extent some or all of the following duties:

- Provides leadership and assists in implementing technology initiatives.
- Provides leadership and assists in the implementation of the overall Technology Plan of the school.
- Seeks technology grants.
- Provides assistance in the application of technology in all areas.
- Assists the administration and teachers in the selection of software that enhances learning and the overall school.
- Assists in purchasing and installing of hardware and software.
- Collaborates with other technology professionals to develop plans and provide leadership in implementing the plan.
- Maintains school's network system comprised of servers, desktops/laptops, filtering, network printers, backup systems, wireless access points and routers.
- Supervise and perform the maintenance of all technology equipment.
- Establish, supervise and assist with technical support, network design and management, and help-desk support.
- Assists in the development of system policies and procedures governing technology issues.
- Provides the administration with periodic reports regarding recommendations for improvement, status of technology, needs and concerns.
- Attends conference, seminars, and classes to stay current with the latest in technology, both hardware and software.
- Demonstrates a high degree of professionalism and ethics, working cooperatively with teachers, administrators, parents, and students.
- Maintains proper certification by attending workshops, and/or professional development courses.
- Performs other assigned duties as directed.

EXPERIENCE: Computer Science/Information Systems, related work experience and/or industry certification, teaching experience preferred.