



Job Description

Title: Manager of Information Technology		Department: Technology
Reports to: TBD	Work Schedule: Monday -Friday, 8:00 am – 4:00 pm	Positions Supervised: Network Administrator, Network Support, Laptop Repair Specialist, Webmaster/Database Manager
Job Status: Full time	FLSA Status: Exempt	Date Revised: 4/5/2017

POSITION SUMMARY:

The Manager of Information Technology is accountable for providing direction and expertise to planning and implementation of all Information Technology functions; determines the Schools long-term technology needs to accomplish all learning and business objectives.

PRINCIPAL RESPONSIBILITIES: To ensure the effectiveness of the school's Information Technology, and support the educational mission of the school by doing the following:

- Provides overall direction to the Technology Department
- Works with instructional technology team and tech support team to meet strategic goals and develops a budget that takes into account the total cost of implementing technical solutions
- Directs and ensures the implementation of all tasks related to technical infrastructure, including the selection, purchasing, installation, and maintenance of IT and the integration of technology into administrative functions
- Oversees the establishment and maintenance of systems and tools for gathering, integrating, and reporting data in usable and meaningful ways
- Working with the Director of Communications, coordinates the use and maintenance of email, websites, voice mail systems and other forms of communication technology to facilitate decision-making, dialogue, and effective communication with the community and other key stakeholders
- Serves as the business leader responsible for guiding purchasing decisions, assists in determining the return on investment for all technology implementation and fosters good relationships with vendors, potential funders and other key groups
- Supports the instructional technology team for decision-making, professional development/technology training, and other aspects of the technology program
- Presents in front of fellow faculty and staff, students, parents and the board at various times throughout the year regarding new technology indicatives or 'state of the school' technology updates
- Interviews and recommends candidates for positions in the Technology Department
- Attends all applicable school meetings
- Other duties as assigned by the Head of School and CFO

Education:

Education: Minimum Bachelor's Degree in Computer Science or closely related field required

Experience:

- 7-10 years related experience or equivalent combination of education and experience.

	<ul style="list-style-type: none"> • School experience or Not-for-Profit experience preferred
Competencies: <ul style="list-style-type: none"> • In-depth knowledge of networking, server platforms, client operating systems, applications, measurement systems • Strong decision-making ability, budget experience, proven performance and resource management skills • Ability to effectively lead, organize, and direct the work of others • Demonstrated ability to design and implement a strategic plan for technology 	Specialized Skills and Knowledge: <ul style="list-style-type: none"> • Excellent oral and written communication skills • Strong analytical/strategic thinking skills • Ability to relate to a wide variety of people and to observe, listen and provide leadership which results in the best possible work environment • Must have good judgment
Physical Demands: <ul style="list-style-type: none"> • Lifting up to 20 pounds, standing, walking, sitting, reaching, operating computer and other office and classroom equipment 	Working Conditions: General office conditions