Information Technology Director

Job Summary

Plan, organize, and direct the school's information technology and systems; assure successful computing, networking, and data communications; provide direction and support for IT solutions that align with the school's mission, goals, and objectives.

Qualifications

Any combination equivalent to: bachelor's degree in information systems, computer science, business, public administration, or related field and five years of experience in information technology management, such as the development, installation and maintenance of information systems, LAN/WAN networks, or the application of educational technology in the classroom.

Knowledge Of: Planning, organization, and direction of technology systems; Current and new technologies related to information technology; Current computer systems, software, apps, and related technology; Principles of local area network and wide area networks and protocols; Operation of various computers, operating systems and software.

Ability To: Plan, organize, control, and direct the school's information technology program; Perform advanced professional-level work in management of information systems; Manage multiple concurrent projects; Present ideas in business-friendly and user-friendly language; Coordinate the selection and utilization of computer hardware and software, and related technology for the school's instructional and administrative needs; Assure successful computing/networking communications; Implement preventative maintenance principles, policies, and programs related to technology; Interpret, apply and explain rules, regulations, policies and procedures; Establish and maintain cooperative and effective working relationships with others; Operate various computers, operating systems software, the internet, and assigned office equipment; Analyze situations accurately and adopt an effective course of action; Meet schedules and time lines; Work independently with little direction; Plan and organize work.

Responsibilities

- Plans, organizes, and directs the school's Information technology departmental functions.
- Provides technical support for users of computer systems school-wide; responds to requests for technological assistance from school personnel; works to assure optimum acquisition, installation, maintenance, utilization, and security of available technology.
- Assures successful computing, networking, electronics, and data communications.
- Provides direction and support for IT solutions that align with the school's mission, goals, and objectives; works closely with technology integration specialist and administrators to identify, recommend, develop, implement, and support effective technology solutions.
- Collaborates with faculty and staff to answer questions, solve existing problems, pro-actively anticipate potential problems, and develop solutions.
- Develops, implements, and maintains computer and networked systems, programs, and related procedures to ensure maximum utilization of computer and networked equipment.
- Assists with purchasing all hardware and software.
- Plans and coordinates the setup of file servers, workstations, and workgroup printers and the installation and maintenance of local area networks, including designing, configuring, managing and troubleshooting the system.
- Provides support for all computer equipment used in administrative, business and educational settings.
- Evaluates progress in meeting commitments and schedules; implements corrective actions as necessary.
- Meets regularly with school administrators to ensure satisfaction with support.
- Maintains a system for backup and recovery of administrative, student, and educational data.
- Performs related duties as assigned

  - ➢ 8 hours per day, 5 days a week, 12 months
  - ➢ Holidays, sick leave, and vacation benefits
  - ➢ Health insurance
  - ➢ Retirement plan with employer matching after 2 years of service