Open Position: Technology Coordinator

Position Type: Full-time

Start Date: July 1, 2019

Equal Employment Opportunity:
Nativity Jesuit Academy is an equal opportunity employer.

About Nativity Jesuit Academy:
Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, NJA strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came "not to be served, but to serve" (Mark 10:45), NJA transforms students to become men and women for and with others.

Position Summary:
The Technology Coordinator is responsible for the oversight and operational management of the school's technology as well as providing growth of instructional technology support. The Technology Coordinator works with academic, finance, development, security, and other administrative personnel to develop, implement, and support technology in all areas of the school.

Position Description:
- Develop and implement the school's technology program with emphasis on integration of technology into the school's curriculum.
- Oversee technology training and development for faculty, staff and students.
- Serve as primary support in all related areas of technology for faculty, staff and students.
- Maintain business and school-related software systems including, but not limited to, student information systems, Google Apps for Education, financial, communication, testing, and web systems; at times implementing and replacing such systems.
- Manage entire lifecycle of IT assets and resources including planning, purchasing, deployment, configuration, support, and monitoring.
- Secure all network resources both physically and virtually, including anti-virus, firewalls, and system updates.
- Protect students and other resources using Internet filtering and maintain/update that system continuously.

- Maintain employee and student accounts in Active Directory, Google, and other systems.
- Maintain IT equipment such as computers, printers, copiers, projectors, and televisions.
- Plan and manage the telephone system and all related components, including voicemail.
- Implement and maintain a reporting mechanism that can track technology issues online.
- Maintain a current inventory of all IT assets.
- Procure and manage software license agreements internally and/or jointly with the Archdiocese of Milwaukee.
- Manage building operations such as the public address system and support the security system, and HVAC controls.
- Manage Internet connection and logistics with Internet provider.
- Develop short and long-term plans for technology, including plans related to academics and future construction and renovations.
- Manage a committee of faculty and staff to assist in technology planning and current issues.
- Manage the technology purchasing budget and maintain records, including at times the securing and management of outside funds such as the federal eRate program.
- Serve on committees as determined by the Principal.
- Contract and supervise all vendors as needed, including consulting services and cellular phones.
- Maintain all other IT-related systems as directed by the Principal.

Supervision Received:
- This position reports to the Principal.

Job Requirements:
- 4 year degree in an IT-related or education field with IT focus or 2 year degree in an IT-related field, management information systems or equivalent experience (technology and operation/resource management).
- Must be flexible to work in both technical and educational environments.
- Experience using PowerSchool, QuickBooks, School Check-In, Abila, MAP testing and other school systems is preferred.
- Able to support modern network operating systems and network environments
- Able to support a wide variety of network applications such as e-mail, web, school administration, security, and system management software
- Understanding of network infrastructure including wiring and network equipment
- Knowledge of security standards
- Possess business application skills (word processing, spreadsheets, and presentations)
- Possess strong oral, written communication, and project management skills
- Motivated self-starter with the ability to make unilateral operational decisions
- Able to manage personnel, projects, and budgets
- Able to efficiently manage technology purchases

Working Environment:
This position may require evening and/or weekend work and being on call. It involves frequent bending, lifting, repetitive motions, and the use of computers and office equipment.

How to Apply:
Send résumé, cover letter that addresses relevant experience with salary expectations, and references to jobs@njms.org. Applicants that do not include a résumé, cover letter with salary expectations, and references will not be considered a complete application and will not be reviewed.