

THE KING ABDULLAH ACADEMY

Manager of Information & Communications Technology & Equipment

Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general direction, the Manager of Information & Communications Technology & Equipment (MICTE) is responsible for the operation, maintenance, and security of the school technology and communications infrastructure and overall management of the school's instructional and administrative equipment. S/he will support the coordinated requirements of the head of school, senior staff and teaching and non-teaching staff; organize, monitor, and supervise all relevant maintenance and ICT development operations; perform a variety of technical tasks relative to ICT & equipment maintenance and replacement; and provide technical assistance as required.

LOCATION

300,000 square foot state-of-the-art Pre-K through Grade 12 private school located on a 40 acre master-planned campus in Herndon, Virginia.

REPORTING TO

The King Abdullah Academy Chief Operations and Administration Officer

LIAISING WITH

The Director and Coordinators of Learning Resources
Operations Manager and Coordinators of Administration and Operations

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, prioritize, recruit, assign, supervise, review, and participate in the work of a small number of staff.
2. Maintain and manage an accurate and complete asset register for all ICT and equipment including status warranties at the school.
3. Participate in the development of goals and objectives as well as policies and procedures with regard to ICT and equipment; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Consult with and advise appropriate management staff on problems of operation, security,

maintenance and repairs.

5. Consult with appropriate management staff to schedule preventative maintenance at a time that delivers zero interruption to classroom teaching and minimizes interruption and inconvenience to administrators.
 6. Formulate and implement a preventive maintenance program to ensure that equipment and systems meet or exceed their expected life.
 7. Participate in the preparation and administration of the facility ICT and equipment budgets; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.
 8. Monitor and control supplies and equipment; order supplies and equipment as necessary; prepare documents for equipment procurement; prepare specifications and contracts for contract services.
 9. Train or coordinate training in ICT and equipment maintenance and safety methods, procedures, and techniques.
10. Maintain records and prepare required reports of all relevant operations to agreed metrics.
11. Comply with all applicable codes, regulations, governmental agency, school management staff and Owner directives related to technical operations and work safety relevant to equipment.
 12. Implement and manage a school-based technology and equipment Helpdesk that is staffed by expert adults and a student “mouse squad”.
 13. Track, manage, prioritize and resolve problems. Responds quickly to emergency situations and requests for additional assistance as needed.
 14. Attend and participate in professional group meetings with relevant faculty and staff; maintain awareness of new trends and developments in the field of technology services and management.
 15. Coordinate with contractors in providing contract services, including cloud services.
 16. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

- Experience with managing IT infrastructure, and understanding of data networking and service concepts.
- Experience in working with school educational clients at a high level and working with them to implement IT solutions.
- Knowledge of the principles of supervision, training, and performance evaluation.
- Experience with the basic principles and practices of institutional budget preparation and administration.
- Experience with the principles and practices of asset management
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Pertinent local, state and federal laws, protocols, ordinances, codes, and rules.

Ability to:

- Read and understand construction drawings, plans and specifications.
- Provide efficient, timely, reliable and courteous service to school staff and students.
- Organize, implement and direct technical staff and activities. Supervise, train and evaluate assigned staff.
- Interpret and explain pertinent department policies and procedures.
- Develop cost estimates for supplies and equipment.
- Ability to manage finances and work within a budget.
- Perform the most complex technical duties and operate related equipment.
- Demonstrate tact and diplomacy with the public.
- Develop and recommend systems and procedures related to assigned operations.
- Communicate clearly and concisely, both orally and in writing.
- Respond effectively to sensitive issues.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Ability to solve problems involving students, personnel, finances, equipment failure and emergency situations while remaining calm, rational and professional.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Physical: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, crawl, climb, reach, twist, grasp, and make repetitive hand movement in the performance of daily duties; to climb unusual heights on ladders; to lift, carry, push, and/or pull moderate levels of weight; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Background check: Applicant willing to undergo and pass post-offer and pre-employment drug screening, criminal check and/or physical examination.

COMMENCEMENT: February/March 2016.