

## **JOB DESCRIPTION**

**JOB TITLE:** IT Director

**SUPERVISOR/EVALUATOR:** Superintendent

**DESCRIPTION:** The IT Director will be responsible for leading and managing all aspects of technology within the school; including developing and implementing technology plans, overseeing infrastructure, and supporting staff and students.

### **QUALIFICATIONS:**

#### Spiritual

The IT Director should exhibit the following:

1. Be a born-again Christian who possesses a strong Christian testimony and evidence of spiritual maturity.
2. Agreement with the school's published doctrinal position.
3. Qualities of Christian leadership as recorded in I Timothy 3:2-12; Titus 1:6-9; Matthew 20:26-27; and Mark 9:35.

#### Academic and Professional Requirements

The IT Director should fulfill the following academic and professional requirements:

##### 1. Education

A. Bachelor's Degree in Computer Science and/or Information Technology or related field

B. Master's Degree desired but not required, preferably in Information Technology or related field

C. 3-5 five years' experience preferred

##### 2. Certification

A. IT Related Certifications in Networking, Google, Microsoft, etc...

3. Other: Be supportive of the school's purpose and policies.

## RESPONSIBILITIES:

The IT Director's responsibilities shall include, but not be limited to, the following:

1. Chromebook Management
  1. Purchasing
  2. Setup
  3. Troubleshooting
  4. Repair
2. Faculty/Staff Laptops
  1. Purchasing
  2. Setup
  3. Troubleshooting
  4. Repair
3. Printers
  1. Simple Repair
  2. Maintenance
  3. Setup
4. A/V
  1. Setup
  2. Maintenance
  3. Training
  4. Troubleshooting
  5. Running required events
5. Security Cameras
  1. Setup software on devices
  2. Search security footage
6. GoGuardian
  1. Setup
  2. Management
  3. Training
7. Google Admin
  1. User setup
  2. Management
8. Promethean Boards
  1. Troubleshooting
  2. Setup
9. Network Infrastructure
  1. Partner with City Net to maintain the following:
    - i. Routers, Switches, Hubs, Wireless Network
10. Other Duties As Assigned