



## **Job Description - IT Director**

**Description:** The IT Director provides customer-service oriented leadership and strategic direction and long-term vision in the planning, coordination and implementation of technology infrastructure programs and systems that support school system initiatives and priorities. This position is responsible for the selection, administration, and ongoing support of all technology required for all school activities to operate at an exceptional level. This includes, but is not limited to the effective selection, design, and implementation of infrastructure, networking, end user devices, telecommunications, and applications support required to facilitate PreK -12 educational programs at the highest level possible.

**Reports to:** Head Administrator

### **Responsibilities**

- Serve as a principal advisor and consultant to the Head Administrator and Board of Directors on matters related to strategies and planning for technology and cybersecurity initiatives.
- Proactively plan, direct and coordinate technology infrastructure programs and systems designed to support school initiatives and priorities. Collaborates system-wide to identify priorities and coordinate the selection, implementation, and maintenance of technology initiatives.
- Recommend technologies that makes it easier for students, parents, faculty, and staff to interact in secure, productive, and intuitive manner.
- Proactively manage relationships with students, parents, faculty, and staff to gain maximum acceptance of Legacy's IT strategies. This may include simple

emails on IT initiatives as well as leading school-wide meetings to discuss IT strategic goals.

- Manage data storage, network security, and technology policies and procedures.
- Provides technical support and maintenance services related to infrastructure and hardware, with a particular emphasis on customer-service oriented results.
- Maintain IT standards and policies to ensure that users can be creative and effective in a controlled and secure environment.
- Develop a plan to stay well-informed on emerging technologies and best practices to provide leadership in the development of high-quality curriculum, assessments, and instructional innovations and practices that incorporate innovative technologies.
- Manage, project, and establish processes and procedures that support the effective use of technology and the ongoing professional learning for staff.
- Develop and coordinate budgets for all divisions of technology
- Develop criteria and procedures for ongoing evaluation of use of technology.
- Collaborate and direct any third parties utilized by Legacy Preparatory Christian Academy to accomplish IT related initiatives and complete IT projects in a timely and effective manner.
- Perform other tasks and assume other responsibilities as assigned.

### **Minimum Requirements**

- The IT Director is asked to lead by example in a way that glorifies God and honors His son, Jesus Christ. He/She must have a personal relationship with Jesus Christ, be an active member of a Bible-believing church and agree with Legacy Prep's statement of faith.
- Have a Bachelor's degree or equivalent training/experience in computer science, information technology, technology management or a related field.

- Minimum of five (5) years of experience in areas to include, but not limited to integrated systems in the areas of student information, human resources, and finance as well as network planning, architecture and infrastructure, communications, database management, etc.
- Proficient in Domain Management with Active Director and Group Policy Orders.
- Minimum of five (5) years of experience in Mobile Device Management (MDM) platforms such as Jamf, Microsoft Azure Active Directory (AAD), and Google Admin etc.
- Proficient in O365 and Google Admin Cloud Management Systems.
- Experience with Cloud Migration.
- Experience with Infrastructure Architecture and planning.
- Strong project management and analytical skills.
- Experience in the evaluation, selection, and implementation of technology including instructional technology systems, hardware, printing, software, and networking.
- Ability to identify organizational technology priorities and meet deadlines with quality customer service.
- Ability to develop strategies and priorities for and give clear direction to staff. Skilled in technology assessment and standards and fiscal management.
- Compile, maintain, and file all reports, records, and other documents as required.
- Participate in the research of and application for technology-related grants or revenue sources.
- Excellent human relations skills as evidenced by experience.
- Excellent oral and written communications skills.
- Ability to perform the essential functions of the job.

### **Preferred Qualifications**

- Familiarity with PreK-12 education systems, including business and administrative applications and infrastructure as well as associated system goals, programs, and initiatives.
- TCEA IT Director Certification (must be obtained within 12 months of start date)
- Master's Degree in computer science or related field preferred.
- Professional certifications in network technology, cloud services, and related areas.

**Hours:** Full-time, M-F. Salary range: \$60,000 - \$70,000, depending on experience.

**Benefit Conditions:**

- Waiting period may apply
- Only full-time employees eligible

**COVID-19 Precaution(s):**

- Sanitizing, disinfecting, or cleaning procedures in place

**Work Remotely**

- No