



Job Description: Technology Manager

Purpose: Training of faculty and staff, oversee and maintain the existing technology, including all infrastructure including networks, servers, and computers; installation and operation of new systems; analyze and plan for future technology improvements.

Classification: Exempt

Hours: Part-time (20 hours), year round

Reports to: Headmaster

Evaluation: Performance will be evaluated in accordance with the following profile and specific job requirements

Qualifications:

- Bachelor's degree and minimum of 3 years' experience working with computers, networks, and cloud systems
- Be able to diagnose and resolve problems
- Prepare budgetary inputs for existing and/or planned technology resources
- Ability to work in high stress situations
- Effective verbal and written communication skills
- Must be able to work independently yet function effectively in a team environment

Specific Job Requirements

Essential Job Duties/Functions:

- Train faculty in new programs
- Manage networks, connections between campuses and connections to external networks.
- Develop and update school's technology plan based on assessment.
- Develop and maintain security measures to protect confidential records.
- Develop and maintain backup systems for mission critical data.
- Manage procurement and maintenance of equipment and software.
- Prepare annual technology budget.

- Troubleshoot hardware and software problems.
- Maintain all copy machines and printers.
- Develop and maintain technology related policies and procedures.
- Maintain, update, and proficiency in Microsoft Office suite (Word, Excel, Access, Power Point), school database software
- Update and manage school website.

Other duties/functions:

- Represent TCS at HAIS tech meetings.
- Work with accounting department on eRate procurement.
- Help teachers and staff with technical questions by providing “help line” support.

Preferred Skills:

- Office 365 cloud computing administration
- Cisco Meraki networking administration
- Microsoft Teams administration
- Experience with audio visual technology.

Staff Profile

(1) Christ-Centeredness

- a. Models Christ-like character in all interactions with staff, parents, students and community
- b. Extends grace and mercy to others while expecting and maintaining standards of excellence in behavior, attitude and words
- c. Participates regularly in a local Protestant church and models ongoing growth and reflection in faith
- d. Shows evidence of being called by God to serve
- e. Motivates students and families to accept God’s gift of salvation and help them grow in their faith

(2) Educational Attitudes and Values

- a. Actively demonstrates to students their individual worth as children of God
- b. Models enthusiastic, lifelong learning by being a self-motivated reader and thinker

(3) Professionalism

- a. Edifies and respects Trinity Christian School, its administration and its faculty
- b. Respects the God-given authority of the school board and the administration
- c. Collaborates and cooperates effectively with school board, the administration, the school staff, parents and students

- d. Abides by and implement all policies, procedures and directives governing the operation of the school as outlined in the Staff Handbook
- e. Attends and participates in school activities whenever possible or when called upon
- f. Demonstrates confidence, flexibility and enthusiasm
- g. Uses biblical principles to discuss and resolve personal and professional differences
- h. Exhibits professionalism in personal appearance and behavior
- i. Is well-spoken and articulate in oral and written language
- j. Effectively uses technology to perform the duties of the job
- k. Maintains required certifications in and knowledge of first aid, CPR, and emergency procedures
- l. Informs administration in a timely manner if unable to fulfill any duty assigned

(4) Professional Development

- a. Shows interest in and commitment to his/her profession through participating in any available professional development and/or training
- b. Demonstrates consistent reflection on practice and positive initiative to improve by seeking counsel and maintaining a teachable attitude
- c. Shows a commitment to growth in knowledge of classical Christian education

Working Conditions:

Physical demands - Must be able to lift and carry up to 50 lbs. (computers, printers, TV's); sitting for extended periods; crawling under furniture, standing on ladders.

Mental demands - Analytical and critical thinking skills, attention to detail, concentration, and perseverance.

Work hours - Average of 40 hours per week, dependent upon project demands. Monday – Friday with occasional off-hours or remote work as needed.