



Technology Manager

The Covenant School exists to glorify God by equipping students with the tools necessary to pursue a lifetime of learning so that they may discern, reason, and defend truth in service to our Lord, Jesus Christ.

Job Title	<i>Technology Manager</i>
Reports to	<i>Head of School</i>
Status	<i>Full-time</i>

Job Purpose

The Covenant School is seeking a Technology Manager is to provide leadership and assume management responsibility for the direction, coordination, integration and implementation of technology across all school buildings and departments. The Technology Manager will be responsible for planning, purchasing, installing and maintaining physical technology systems in a condition of excellence enabling full educational use of technology at all times. This is a hands-on position with responsibilities that range from strategic and long-range planning and implementation of systemwide technology solutions, to providing one-on-one, and group training and support. Experience working in education is important for understanding how technology supports educational outcomes, where technology funding sources can be accessed, and that a culture of collaboration and creativity can support success.

Duties and Responsibilities

- Authorizes permissions and individual access to technology applications or services for the purpose of ensuring proper access to technology systems by staff, students, parents and others consistent with operating guidelines and regulations.
- Communicates technology related activities in a timely manner to all stakeholders.
- Directs the installation of technology systems and tools (e.g. hardware, software, systems, wiring, specialized applications and tools) for the purpose of ensuring the safe, timely and efficient installation of technology equipment and services.
- Maintains technology equipment and systems (e.g. servers, telephone systems, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of administrative and educational operations.
- Manages procurement, inventory and surplus of technology equipment, systems and related services for the purpose of ensuring that all technology purchases for goods and/or services are consistent with the School's technology objectives, and that equipment is properly inventoried or surplus.
- Coordinates with other staff for the purpose of completing projects/work orders efficiently. Inspects computer and network equipment requiring specialized computer repair and trouble shooting skills for the purpose of identifying and verifying repair needs.

- As network administrator maintain networks (including wireless), network bandwidth control for maximum performance based on the school's priorities, anti-virus management and back-up management
- Manage VPN access for all faculty and staff (including VPN access for OSX or Mac computers) and roaming profiles management
- Add/Remove/Maintain network printers and manage all printers
- Maintain WSUS for managing Microsoft updates on workstations, keeping all workstations up-to-date ensuring they are installed correctly on the network
- Procures equipment, supplies and materials for the purpose of maintaining availability of required items and completing jobs efficiently.
- Repairs computers, peripherals, network equipment and software, requiring specialized computer and electronics repair skills for the purpose of maintaining computer and network equipment in a safe and functional operating condition.
- Monitors technology budget and expenditures for the purpose of ensuring that allocations are accurate, and expenses are within budget limits and fiscal practices.
- Oversees the technology operations for the purpose of ensuring an effective, efficient and safe environment, where technology equipment and applications are utilized appropriately and efficiently to support routine administrative and educational functions.
- Supports the implementation of operational and educational technology initiatives (e.g. new systems, educational programs, hardware) for the purpose of assisting with delivery and implementation of initiatives, providing support and assistance to others, providing oversight of projects and/or training and providing information to others to ensure successful implementation.
- Tests technology applications, tools and programs for the purpose of assessing proposed products, programs or tools to provide feedback for the administrative decision processes, to ensure appropriate acquisition of educational and operational technology solutions and to assist others with these functions.
- IT support for wired and wireless projection, presentations, video and sound equipment to ensure proper functioning. Configure and manage equipment for events.
- Support of Google applications including forms, sheets, docs etc.
- Comfortable working with API's for various applications for cross-platform integration.
- A curiosity in and engagement of in all levels of the organization, with a keen eye on identifying areas for improvement and augmentation.

Qualifications

- Bachelor's degree in a field appropriate for this position (Management Information Systems, Information Technology, Computer Science, Systems Management, Educational Technology or other equivalent disciplines), preferred.
- Minimum 5 years progressively responsible experience in the development, installation and maintenance of information systems.
- Strong understanding and experience setting up, configuring, and managing network components. Not limited to managed switches, management of multiple vlans on the network, manage an enterprise wireless network with multiple AP's, manage network operating systems.

- Strong understanding and experience working with MS Active Directory, MS Azure Active Directory, group policies, security groups, and network logon scripting.
- Setup and operational knowledge of Windows, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.
- Excellent troubleshooting skills ability to narrow down the cause of an issue and determine a solution.
- Demonstrated ability to communicate with and work well with all levels within an organization specifically working effectively within the culture and processes used in educational organizations.
- Highly organized with strong project management skills, and drive to meet organizational and departmental objectives; ability to manage projects on interrelated time lines.
- Knowledge of classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Proven ability to work effectively with parent, community and staff on various organization-wide, and Technology Advisory Committees.

Working Conditions

PHYSICAL AND ENVIRONMENTAL CONDITIONS: Occasional prolonged and irregular hours; frequent standing, stooping, bending, kneeling, pushing and pulling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions; work on-call and after hours.

Salary commensurate with qualifications and experience and includes benefits.

Please submit cover letter outlining qualifications, resume, references and a statement of faith to kburroughs@covenantdallas.com