



Information Technology (IT) Director Job Description

Overview:

The IT Director works to develop, implement, and maintain technology systems and applications across the organization. The Director works to deliver technology solutions to teachers, students, administration, and staff.

Reports to:

Superintendent

Required Personal Qualities:

- Evidence a committed Christian faith that is in alignment with historical, orthodox Christianity and the Riverside Christian School Statement of Faith
- Evidence understanding of and a commitment to the distinctive qualities of Christian education as well as the Mission of Riverside Christian School
- Be a member and regular attender of a local church whose statement of faith aligns with the Riverside Christian School Statement of Faith
- Willingly follow the Matthew 18 Principle in dealing with coworkers, parents, and students
- Demonstrate the ability to accept and carry out responsibilities, make competent professional decisions, and use critical thinking skills to problem solve.

Preferred Qualifications:

- Bachelor's degree, Technical degree, or equivalent in Information Technology Systems
- Vocational experience in developing, implementing, and/or maintaining technology systems
- Demonstrated skills in verbal and written communication, particularly communicating technical information on a non-technical level
- Working knowledge of strategic planning, collaborative problem solving methods, and research and evaluation of technology including hardware, software, and applications

Essential Job Responsibilities:

- Oversight, maintenance, and troubleshooting of the school's technology networks

- Oversight and delivery of technology operations for classrooms, offices, and other work locations
- Collaborate on instructional technology plans
- Develop technology budget in collaboration with the Superintendent
- Manage operational and technology project purchases
- Maintain an inventory of instructional equipment and software
- Oversee the repair and maintenance of technology equipment campus wide
- Provide teachers, admin, and staff with technology support and training
- Keep current regarding innovations, trends, and standards in the area of educational and organizational technology
- Oversee and manage all network security
- Authorize permissions and individual access to technology applications for teachers, admin, and staff
- Support the implementation of operational and educational technology initiatives

Secondary Job Responsibilities (dependent on applicant's education, profile, and experience):

- Teach elementary and/or secondary technology class(es)
- Lead and/or collaborate on school website, social media, and other digital platforms

Salary: Depending on Experience