

IT Manager Job Description

Phoenix Christian School PreK-8

Job Title: Information Technology Manager (IT Manager)

Reports to: School Principal

At Will Employee: Advance notice of 1-2 months (or as much notice as possible) would be appreciated if and when the IT Manager decides to pursue other employment.

Staff Position: All PCS employees are expected to be members in good standing of a local, Christian church and to demonstrate a love for Christ in every aspect of life. This is a staff position (not a faculty position) and is therefore not subject to the Reformed church member expectation, although all PCS employees are encouraged to consider membership in a local Reformed church.

Hours per week: Varies from 10 to 30 hours a week with a considerable amount of flexibility. The minimum expectation for office hours would be 10 hours in a typical school week. These 10 hours could be divided between several week days depending on the other obligations of the IT Manager. Some of the work of the IT Manager could be accomplished remotely.

Compensation: The compensation for this position would be \$2,000 per month through July of 2023. PCS staff typically receive salary increases each August. As a half-time or 50% position, this position is also eligible for certain benefits including: retirement funding, health insurance, dental insurance, and tuition discounts. Insurance and tuition discounts are all pro-rated at the percentage of employment (50%). Please see #1, #2, and #12 on the attached benefits sheet. Benefits related to absences, personal days, and sick days do not apply to this position since the IT Manager's hours and days are flexible.

Summary: The IT Manager reports directly to the principal and is responsible for providing assistance and support of the school's technology infrastructure. The person in this position will assist teachers (and students by extension) in developing competencies and skills to function successfully in an increasingly technologically advanced world. In addition, he or she will demonstrate the ability to initiate and support change that improves the operation of the organization. Above all, the IT Manager must represent the school in a professional manner throughout his employment and display a Christian model in attitude, speech, and actions.

Duties include:

- Demonstrate Christian character and lifestyle
- Create a vision for technology to keep us advancing forward
- Reinforce the Christian, ethical, and acceptable use of all technology

- Assist teachers with instructional aides and tools to help students learn developmentally appropriate skills relating to the use of technology throughout the various content areas
- Support teachers in maintaining educational technology tools
- Evaluation and maintenance of the technological needs of the school
- Collaborate and communicate with teachers and staff in a positive manner
- Maintain the school website while seeking approval for necessary changes
- Continuously monitor the appropriateness of technology and software use throughout the school
- Maintain personal competency through educational growth activities via self-taught instruction and/or professional development
- Provide and monitor faculty training in technology, as needed
- Plan and differentiate instruction for the varying needs and ability levels
- Provide productivity and collaboration tools for teachers, students and staff
- Participate in and supports projects and events using technology, sound equipment, videotaping, etc. as needed by the school
- Monitor student computer activity ensuring inappropriate sites are not accessed
- Support the Promotions Committee’s technological needs in the execution promotional projects for the school
- Manage and maintain technology related subscriptions
- All other tasks as assigned by the Principal

Qualifications

- A bachelor’s degree from an accredited university is preferred
- A working knowledge of Google products, Chromebooks, Windows operating system, MS Office, basic networking, etc.
- Familiarity with the use of tablets, educational games, and the various other programs and applications our students will be using is preferred
- Valid fingerprint clearance card
- First Aid, CPR, AED certification (paid for by PCS)
- Committed to living and teaching a life of service to Christ in accordance with PCS Statement of Faith

Signatures:

Information Technology Manager

Date

Principal

Date