



Director of Technology

Reports to: Head of School

Location: Nazareth Prep

Duties and Responsibilities:

- Experience with: Windows 10, Apple Operating Systems, HP switches, HP servers, VoIP Systems, web design.
- Effectively manage the computer information system of the school.
- Working knowledge of both PC and Apple platforms.
- Expertise in maintaining and installing servers, routers and switches.
- Knowledge of troubleshooting both hardware and software problems.
- Assist the administration in implementing technology.
- Work closely with administrators as part of the development of technology in the school.
- Recommend the selection both of hardware and software for the school.
- Present to the administration and faculty new concepts and facilitate their use.
- Prepare a short and long-range technology plan for the school.
- Prepare clear and timely budgets.
- Ability to develop a budget for equipment and software.
- Respond to routine questions and requests in an appropriate manner.
- Maintain accurate and complete records as required.
- Create a climate that fosters an environment that is conducive to the art and development of technology.
- The installation and de-installation of network equipment/software and daily monitoring.
- Establish and maintain cooperative relationships with faculty and appropriate technology agencies.
- Attend meetings and in-services as required
- Attend building level meetings on technology
- Assist faculty in using technology
- Other technology aspects as determined by administration
- Take all necessary and reasonable precautions to protect students, faculty, equipment, materials, and facilities
- Ensure the safety of students
- Maintain respect at all times for confidential information
- Interact in a positive manner with staff, students, and the public
- Perform all other duties as assigned by the Head of School
- Salary, work schedule, evaluation, and other conditions of employment is in accordance with the current ACT 93 agreement.

Qualifications:

Bachelor's degree/or related certificates in the computer field with 3-4 years of Administrative work-related experience and/or training or equivalent combination of education and experience. A valid driver's license and current Act 33/34, FBI clearances are also required. EOE

Technical Skills:

Should have 4-5 years of administrative experience dealing with Mac and Windows operating systems. Is competent with most aspects of systems administration including: system installation and configuration, fundamentals of security, installing and configuring third-party software, managing networks, and system accounts, and printing systems.