



GRACE COVENANT ACADEMY

DIRECTOR OF TECHNOLOGY

Reports to: Head of School

Evaluated: Annual written evaluation

Type of Position: 12-month salaried

Job Description

The Director of Technology provides school-wide technology leadership and support for GCA. Responsibilities include developing, evaluating, and maintaining the school technology vision and plan while serving as a liaison between school staff and technology resources throughout the building. The Director of Technology will work with Head of School to provide appropriate professional development training for all staff through the school year and will serve as the primary contact for parents and staff regarding all technology needs. The Director of Technology will be the primary purchaser of technology equipment and software licenses for GCA and will maintain the technology budget throughout the year.

Required Professional Qualities

It is expected that the Director of Technology will:

1. Hold a bachelor's degree from an accredited postsecondary institution.
2. Have a minimum of three years of experience in technology support or related experience and demonstrate proficiency in the area of technology support.
3. Have experience with desktop operating systems, including Mac OS and MS Windows.
4. Have experience working in a team-oriented, collaborative environment.
5. Possess evidence of other adequate preparation, background, or experiences as determined by the Head of School.
6. Possess strong interpersonal and customer service and problem-solving skills.
7. Possess excellent written and oral communication.

8. Have basic knowledge of the following computer hardware:
 - a. Apple
 - b. PC
 - c. Printers
 - d. Multimedia Projectors
 - e. Promethean Boards
 - f. Document Cameras
 - g. Samsung Tablets
 - h. Chromebooks
9. Have experience with the following web-based and desktop applications:
 - a. Microsoft Office Suite
 - b. Screencastify
 - c. YouTube
 - d. Student Information Systems (SIS)
 - e. Google Drive/Google for Education

Required Personal Qualities

It is expected that the Director of Technology will:

1. Sign and live by the school's Statement of Faith (attached) as a condition for employment and continued employment in this ministry.
2. Have the ability to maintain confidentiality of staff and student information.
3. Have the spiritual maturity, academic ability, and personal leadership qualities to work as a team member.
4. Be an enthusiastic visionary, encourager, and a self-starter.
5. Be able to absorb new ideas and concepts quickly.
6. Be able to prioritize and execute tasks while remaining self-motivated and self-directed.

Required Spiritual Qualities

It is expected that the Director of Technology will:

1. Acknowledge Christ as Savior and seek to live life as His disciple.
2. Believe the Bible to be the inspired, authoritative, inerrant Word of God — our standard for faith and practice.
3. Demonstrate a desire for spiritual growth as evidenced by his or her prayer life, Bible study, and spiritual outreach to others.
4. Be a Christian role model in attitude, speech, and actions toward others (Luke 6:40). This includes being committed to God's biblical standards for sexual conduct.
5. Evidence the fruit of the Spirit in dealing with people.
6. Actively participate in a local Bible-believing church.
7. Maintain self in a manner that reflects an ambassador of Christ.

Essential Job Function

It is expected that the Director of Technology will:

1. Develop, maintain, evaluate, and execute the School Technology Plan and budget.
2. Provide general support for all classroom and office technology devices by troubleshooting issues and helping users with basic instructions on the use of these devices.
3. Provide support in accessing supplemental instructional software, Google Classroom, Google Drive, SeeSaw, RenWeb/FACTS SIS, Outlook, Screencastify, YouTube etc.
4. Maintain annual inventory of equipment, making sure devices are in working order and software is up to date.
5. Monitor Go-Guardian flags and emails for student safety and protection. Adjust filters and policies as needed in coordination with Head of School. Notify Head of School in case of inappropriate student web searches/downloads.
6. Manage and maintain all student and staff device filter monitoring.
7. Oversee all school online subscriptions (i.e. RenWeb, Curriculum Trak, RAZ, AR, OPALS, IXL).
8. Work with Head of School to plan and execute appropriate professional development planning for staff and parent support.
9. Work with GCC IT department to coordinate technology assets and aid staff when needed.
10. In coordination with Head of School, establish budget for technology program annually.
11. Other duties as assigned and appropriate.
12. Support the school and its leadership.

Equipment / Software Used

Equipment: Dell computers, PC Windows, document cameras, Promethean boards, Samsung tablets, and Chromebooks. Typical office equipment such as copiers, printers, etc.

Software: Microsoft Office suite, Outlook system, web browsers, Google Drive, Adobe Acrobat, SeeSaw, RenWeb/FACTS SIS, Screencastify, YouTube.