



Job Description

## Director of Informational Technology

**POSITION:** Director of Informational Technology

**LOCATION:** Greenville Technical Charter High School

**\*DEADLINE FOR APPLICATION:** Open Until Filled

**SALARY RANGE:** \$45,000 - \$55,000

**LENGTH OF SERVICE:** 12 month employee

**QUALIFICATIONS:** Documented successful experience in the IT industry and proficiency in the use of technology is required; industry credentials that highlight areas of expertise and experience within a school setting are preferred

**APPLICATION PROCESS:**

- Send resume to: [manthony@staff.gtchs.org](mailto:manthony@staff.gtchs.org) (Mary Nell Anthony, Principal) and [jtaylor@staff.gtchs.org](mailto:jtaylor@staff.gtchs.org) (Jeff Taylor, Assistant Principal of Instruction)

The Director of Information Technology at Greenville Technical Charter High School (GTCHS) is responsible for overall operation of technology and technology assets at the school. They will coordinate closely with school administration and teaching staff with regards to the overall technical needs of the school. They will communicate regularly with the school Principal, administrative team, Board of Directors, teachers, and staff. The position function as an accessible resource for students and parents as well.

Areas of responsibility include the following:

- Oversee the compliance of all Municipal, State, and Federal regulations concerning school technology use
- Ensure the security of school's data and users, including the implementation and security of all on-line state testing
- Manage network security, user permissions, and internet filters
- Implement and maintain all hardware to ensure adequate broadband coverage and Internet speed
- Support and maintain all technology assets of the school – including the school server, workstations, laptops, Chromebooks, iPads, projectors, Smartboards, display devices, carts, etc.
- Conduct research, evaluation, and purchasing of new technology assets and systems
- Research and implement new technologies, systems, software, and concepts to prepare for future needs, with an understanding for technology trends and development
- Manage VOIP systems, PA systems, school check in systems, bell systems, ID maker, video camera systems, and coordinate with vendors on any support issues
- Interact with PowerSchool to ensure the integration of that system with communication systems such as School Messenger
- Manage the active directory, creating and maintaining all school emails and email lists and permissions as well as assisting students, faculty, and staff with all items related to Google Drive and Gmail

- Assist in completing paperwork and ordering associated with e-Rate, CATE/Perkins equipment, IDEA equipment, and the physical inventory of the school
- Assist teachers by ensuring their technology needs are met for the classroom so that instruction is uninterrupted
- Develop training for both staff and students for technical competency now and in the future
- Assist the principal in maintaining and updating the school technology plan, including long-range planning for instructional technology, the Technology Responsible Use handbooks, and Responsible Use training for faculty, staff, and students
- Provide guidance and instruction to students, faculty, staff, and parents on various technical aspects including supplemental training, holding informational meetings, etc.
- Ensure that all technology is functioning and available for all on campus meetings and events

The ideal candidates for this position will have excellent verbal and written communication skills. They should be proactive, open to functioning as a support role, and listening carefully to the feedback from users. They should be extremely customer service oriented, and feel at home as a mentor and leader. A keen understanding of what needs to be accomplished in both short term and long-term objectives and the ability to function without direct supervision for extended periods of time is essential. Interpreting the technical needs and support issues from the perspective of both non-technical teenage and adult users is important. The candidates should be comfortable serving as a school representative in official capacities and clearly communicating the school's needs as well as bringing opportunities back to GTCHS. They should at all times pursue solutions that provide the best experience and opportunities from the perspective of the users they support. Above all, the candidate should be flexible and adaptable, understanding the unique environment of a Charter school and Early College, and be prepared to expand their knowledge and experience to grow as an asset to the school.

*\*This deadline is for the convenience of the Greenville Technical Charter High School (GTCHS). GTCHS reserves the right at any time to extend the deadline date without notice and without final consideration of any pending application. GTCHS does not discriminate in admissions or access to its education programs, nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any other unlawful criteria such as age, race, sex, disability, religion or national origin, in its dealings with employees, students or the general public.*

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