



New Hope Christian Academy

Position: Director of Information Technology

Job Description: The Director of IT reports to the Chief Financial Officer and will be responsible for the management, integration, planning, and deployment of all technology for New Hope Christian Academy. This is a hands-on position with responsibilities that range from strategic and long-range planning and implementation of system wide technology solutions, to providing 1:1, and group training and support to faculty and staff.

Essential Responsibilities:

- Demonstrate a love for God and His children.
- Demonstrate a relentless commitment to the unique mission of New Hope Christian Academy.
- Collaboratively work with and alongside faculty and staff to support the mission and vision of New Hope Christian Academy.
- Work with school leadership to evaluate technology solutions for school.
- Evaluation and selection of hardware, including computers and network equipment.
- Oversee the 1:1 laptop program including management of device life cycle planning
- Support server infrastructure including Windows Server, Hyper-V, Storage Spaces, Active Directory, et al.
- Manage vendor relationships, ensuring cost-effective solutions to network and technology needs.
- Develop new networking procedures and systems as the school grows in mission and vision, and lead (when appropriate) faculty and staff in their successful implementation.
- Maintain technology equipment and systems (e.g. servers, telephone systems, intercoms, alarms, surveillance cameras, software applications, network) for the purpose of ensuring that systems are functioning properly and effectively in support of school administrative and educational operations.
- Monitor technology budget and expenditures for the purpose of ensuring that allocations are accurate, and expenses are within budget limits.
- Annual budget planning for technology areas and projects.
- Research outside funding opportunities and grants for the purpose of providing additional funding to enhance technology within the school.

Qualifications:

- Knowledge of classroom technology including SmartBoards, Clickers, document cameras, sound systems, projectors, cameras, Chromebooks.
- Knowledge of Windows Server and Windows devices.
- Excellent troubleshooting skills and the ability to narrow down the cause of an issue and determine a solution.
- Knowledge of G-Suite Administration of users, groups, email, applications, Chromebooks, and devices.
- macOS and iOS device management is a plus.

To apply, please email resumes to Liz Stone, Chief Financial Officer, at lstone@newhopememphis.org.