



Technology Manager:

5 days per week, 15 hrs per week

*Helps Valor advance its vision to develop passionate disciples of Jesus who know the true, do the good, love the beautiful, and are prepared to courageously influence culture for the glory of God.

*Personally attuned to the requirements of establishing and maintaining effective working relationships with parents, other employees, and the public; demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.

*Manage the school's information systems including network installations, upgrades and maintenance of all hardware and software

*Coordinate the installation, upgrade, configuration and operations of all software

*Maintain and support the school's financial and student databases

*Maintain and support the school's class management system and preferred applications (Google Apps)

*Keep abreast of latest advances in information hardware, software, and application technologies and make recommendations for incorporating into information systems environment

*Conduct research to learn about new software and hardware that may improve network efficiency

*Manage all user accounts including add, remove, certify, and move new or existing end-user accounts and administer permissions and access rights

*Implement, perform, and maintain backups and disaster recovery plans for all network, server, hardware and software systems of the district

*Develop and implement a systematic review and assessment of the school's technology systems and their effectiveness in meeting the school goals

*Work with administration to manage technology portfolio and make recommendations based on efficiencies, cost, and new technologies

*Responsible for leading learning initiatives related to the educational use of technology, including professional development activities and support services designed to promote a quality education for all students

*Model and communicate digital citizenship and data privacy policies and expectations in all learning environments

Helpful qualifications include:

*Associate's or Bachelor's Degree in Computer Science preferred

*Experience in network administration and architecture

*Experience with the administration & support of student information, and fiscal management database systems

*Knowledge of email systems, security and anti-virus software

*Demonstrated ability to design and maintain server data security and server backup strategies

*Ability to handle confidential information with complete discretion

*Ability to effectively problem solve, prioritize and execute tasks in a high-pressure environment

*Demonstrated commitment to providing exceptional service to all users