

IT COORDINATOR JOB DESCRIPTION

REPORTS TO: CSAGH Director of Information Technology and Audio/Visual Technology

PRIMARY CAMPUS: West Shore Christian Academy

JOB DESCRIPTION: The IT Coordinator manages the information technology components, the internet-related elements, and the audio-visual needs of West Shore Christian Academy. The Coordinator provides technical services in an effective and efficient manner that ensures maximum access to and implementation of technology and audio-visual services and resources.

JOB QUALIFICATIONS:

To be eligible for this position, an applicant must possess the following:

- Born-again believer in Jesus Christ, regular attendance at a Bible-believing and preaching church that stands in agreement with CSAGH's Statement of Faith
- Be in agreement with Articles II, III and XII, section 1 of the Constitution of the Christian School Association of Greater Harrisburg, Pennsylvania
- BA or BS Degree in Computer Science, Information Systems, or comparable degree is required (Experience will be considered in certain situations)
- Specialized knowledge, training, and/or experience in the following: computer hardware & software; computer network installation & administration; internet & email maintenance and administration; web-page design and maintenance, audio-visual installation and operation, and technology instruction to both faculty and students
- Enthusiastic, flexible, outgoing personality with excellent "people" skills
- Ability to work occasional evenings and weekends
- Organized, detail oriented, efficient worker
- Willing to engage in professional development training as needed

Computer Network and Data Administration & Management:

- Maintain, and support CSAGH's LAN (including but not limited to, cabling, jacks, patch panels, switches)
- Install, upgrade, maintain, and support all operating systems (including, but not limited to, servers, classroom PCs, business office PCs, computer lab PCs, mobile computer cart laptops)

- Install, upgrade, maintain and support all applications (including, but not limited to, classroom PCs, business office PCs, and computer lab PCs)
- Install, upgrade, maintain, and support all printers
- Create and maintain documentation for IT processes and procedures such as:
 - Physical LAN
 - Software Inventory
 - Loading procedures for all software
 - Hardware Inventory
- Coordinate and implement new software/system into the existing IT structure
- Install, upgrade, maintain and support the schools administrative and data management system
- Upgrade, maintain, and support IT file system, backup scheme, and security

Active Directory:

- Add, Remove, Maintain Users and Groups

Internet & Email Management:

- Maintain and support internet connection and firewalls
- Upgrade, maintain and support Anti-Virus scheme
- Demonstrate the ability to upgrade, maintain, and support the school's Internet connection, anti-virus software, web site, RenWeb program; database management system, and e-mail system (Office 365)

Website Design & Maintenance:

- Update, maintain, and support CSAGH's public websites alongside the CSAGH Marketing Director

Audio-Visual Administration:

- Maintain and support the school's audio-visual needs including but not limited to the school's phone system and audio sound systems
- Provide sound to CSAGH events such as musical and theatrical performances, graduations, association meetings, etc.

Technology Instruction:

- Communicate with the faculty and staff to determine how to better utilize IT within classroom instruction, office management, school communication, etc.
- Train and support staff and faculty on the use of school computers and related technology
- Provide advanced Technology-related courses (i.e. web page development, computer programming, AP or Dual Credit Computer Science, Winterim, etc.) at the High School level

Other Duties:

- Troubleshoot IT-related problems throughout the school

- Analyze the state of CSAGH's technology position and make recommendations to the Director of Information & Audio-Visual Technology to continually improve that state
- Perform other duties as assigned

TERM: 12 month position (July 1 through June 30)

EVALUATION:

Performance of this job will be evaluated annually by the Superintendent in accordance with the Board of Directors' policy on evaluation of personnel.

CONTACT:

Persons interested in applying for the position of CSAGH IT Coordinator should contact jobs@CSAGH.org