



CINCINNATI CLASSICAL ACADEMY

FORMING HABITS OF MIND, HEART, AND SOUL

Job Description – IT Manager

The IT Manager is a full-time, salaried position with a 12-month work schedule, beginning July 1, although start date is negotiable. The IT Manager will report to the Director of School Operations.

Position Overview

The IT Manager is responsible for planning and research, acquisition and implementation, preventive maintenance and support of all technology-related areas of need. He or she also serves as the network engineer with skills to manage all aspects of the network, including network equipment, servers, backup, ghosting, and security.

The IT Manager's essential duties and responsibilities are as follows:

Technology Planning and Research

Oversees planning of technology needs for the school, including but not limited to the following:

- Network infrastructure
- Content filtering
- Firewall
- Staff devices
- Access points
- Battery backup
- Classroom equipment (audio/video equipment)
- Printing
- Server management
- Database management
- Software development
- Deskside software and hardware support for all faculty and staff
- Building security equipment
- Wiring (network, a/v equipment)
- VOIP phone system
- Server, SAAS, and Client Software
- Vendor management (i.e. internet access contract, hardware, software)

Technology Acquisition and Implementation

- Works with the Director of School Operations to prepare and administer budgets for all technology needs
- Evaluates expenditures to ensure proper allocation of funds and adherence to organizational accounting requirements
- Collaborates with staff to plan and research technology assets to better assist them in carrying out the mission of the school

- Acquires all technology hardware and software to support the technology infrastructure
- Manages the full life cycle of all technology-related equipment
- Manages licensing, deployment and maintenance of all vendor software
- Provides ongoing software development and maintenance
- Inventories all technology related equipment

Technology Preventative Maintenance & Support

- Manages and maintains on a regular basis all technology hardware and software
- Manages and maintains security-related preventative maintenance
- Provides log file monitoring and auditing
- Repairs, patches, and replaces hardware and software as needed
- Configures and troubleshoots all hardware and software as requested
- Helps provide technology research and solutions

Other Duties

- Coordinates and delivers staff development on technology competencies
- Provides other related work as required

Computer Skills

This position requires proficient knowledge of the following:

- Microsoft Office 365 and Microsoft email network system and Teams
- Computer hardware and common software applications
- Capabilities, limitations and service requirements of computers, servers, and auxiliary equipment
- Networking hardware, infrastructure requirements, and components of local and wide area networks, as well as software applications, capabilities and limitations, service requirements and associated costs
- Communication installations, capabilities and limitations, service requirements
- Cabling infrastructure and electronic components required for networking
- Capabilities, limitations and service requirements of computers and auxiliary equipment
- Current literature, trends, methods, and development in the area of technology
- Local, state, and federal policies and procedures regarding technology

Qualifications

- Bachelor's or Master's degree in a technology-related field
- Experience in a school setting (preferred)
- Capacity to take initiative and be self-directed while working independently
- Excellent verbal and written communication skills
- Flexibility, organization, decision-making and problem-solving skills
- Ability to meet deadlines, work on multiple projects, and coordinate work with others

Strong candidates will also embrace the school's organizational values:

- The tenets of classical, liberal arts education
- Community and partnership in the common pursuit of forming intelligent, virtuous citizens
- Excellence in teaching and learning
- The virtues we aim to teach our students: prudence, justice, fortitude, humility, gratitude, perseverance, and compassion

Compensation, Benefits and Hiring

Pay is competitive and commensurate with experience and qualifications. Benefits offered for full-time employees include health benefits, paid vacation, personal days, paid holidays, and SERS retirement plan with employer contribution. Children will receive enrollment priority if a parent is a full-time employee at the time of enrollment. All employees will be required to pass background checks.

Application Process

Staff applicants must submit the following in a single email to the attention of the Job Search Committee at careers@cincyclassical.org:

- Cover letter. (Please tell us how you learned about Cincinnati Classical Academy and indicate your salary requirements.)
- Resume/curriculum vitae
- Three professional references. Please include email address and phone number for each reference.