

Director of Information Technology

Summary of Responsibilities: The Director of Information Technology at Giff Hill School (GHS) will:

1. Provide full-time professional leadership in all areas of technology planning, and technology resource management.
2. Perform all tasks required to integrate appropriate technology into every facet of school operations.
3. Support educational technology in classrooms, libraries, and offices.

Specific responsibilities: The Director of Information Technology at GHS will:

- Define and support campus-wide software and hardware policies for students and staff
- Perform asset tracking for internal use and as required by the VI Department of Education
- Be responsible for Title V asset tracking (and associated paperwork) of government-issued devices.
- Be responsible for account, organizational unit, and group administration managed on the Giff Hill School domain using Google Admin
- Provide technical support for government and GHS-owned resources in a hybrid device environment.
- Manage device health for computers, tablets, network equipment, imaging devices, and printers
- Promote and support technological advancement at GHS
- Manage, repair, and proactively maintain network health of the feed into GHS buildings, as well as all internal connections over WAPs, Ethernet connections, and VoIP phone lines.
- Facilitate technology-enhanced learning by assisting students and teachers in identifying potential learning tools accessed by technology
- Set up live streaming for special events, remote learning, and more by establishing an internet connection, A/V equipment, and provide a simple way for end-users to access.

Tools/Software Used: The Director of Information Technology at GHS should have a working knowledge of the following software, hardware, and systems

- Network Management:
 - Unifi Controller
 - Angry IP Scanner

- NetSetMan
 - PFSense
 - WatchGuard Firewall
 - Securly
- Asset Tracking
 - AssetTiger
- VoIP Phones
 - 3CX
- User Management
 - Google Suite
 - Google Admin
 - Google Workspace
- Device Management
 - Apple School Manager
 - Apple Configurator
 - Google Admin
 - Mosyle MDM
 - Securly

Preferred Qualifications

- 2+ years history in a Technology role at an educational institution
- Teaching experience
- Experience in network/systems administration and management
- Experience working directly with Government agencies/adhering to government policies
- Certifications in networking, security, or PC repair

Preferred Interpersonal Qualities

- Organized, efficient, flexible, and the ability to meet deadlines
- Friendly and compassionate; eager to solve problems
- Patient, understanding limitations of capabilities due to living in VI (application licensing issues, shipping delays, product availability, etc.)