Addendum to Call
For
Information Technology Coordinator

Serve as the Coordinator for Information Technology for St Peter School and Church. As the Coordinator, working with the Standing Technology Committee, he will oversee the Technology program. He will be the primary contact to work with the technology Consultant that is contracted to assist the Coordinator with managing technology. The consultant will assist the Coordinator by; providing direction, providing advice and counsel and or performing certain tasks when necessary either online or on site.

With guidance, support and assistance from the Standing Technology Committee, the Consultant and working with other staff the Coordinator will:

Provide end user desktop support including operating system setup/maintenance, software installation, antivirus, and peripherals support (printing, etc.)

Setup and maintain local or cloud based file services. This should include account management, setup, syncing, security and Skyward. Manage and verify backup of file servers.

Maintain email services for all users, including spam management, user mailbox cleanup and monitoring email service

Maintain networking equipment and broadband access. Also maintain the Wifi system, the door access system, Mimio projectors and printers

Working with the standing Technology Committee; create, maintain and enforce appropriate IT policies to promote efficient and safe use of technology. Monitor and evaluate compliance with those policies.

Provide end user training on all software and systems along with desktop level support to Staff and Teachers. When needed and with approval of the Technology Committee arrange for assistance and or additional training from the Technology Consultant or other appropriate sources

Working with the Technology Committee, develop a 3 year strategic technology plan for academic integration and classroom technology roll-out, use of technology to enhance administrative efficiency and develop the revenue sources to fund the plan

Working with the Technology Committee, develop the annual operating budget for IT that includes reoccurring costs, new equipment and replacement schedules and the revenue sources to fund the budget.

Working with Administrative staff, manage 3rd party vendor contracts (internet, copier/printer, network equipment leases)

Working with the Technology Committee and administrative staff, and with assistance from the Technology consultant when needed, purchase/lease appropriate equipment as provided for in the strategic plan and in the annual budget