

Assistant Director of IT Support

The Assistant Director of IT Support provides assistance for constituents, troubleshoots problems and maintains technology to ensure successful operations of computer systems, networks, information technology programs and initiatives throughout the campus.

Essential Functions:

- I. Installation, Configuration, and Repair
 - Setup and maintenance of all school owned computer hardware, operating systems and applications.
 - Maintenance and monitoring of computer networks and systems.
 - Diagnosing and solving hardware or software issues.
 - Maintaining website content and data
 - Provide support and respond to support requests in a timely fashion.
- II. Network Services
 - Organizes and maintains firewall and security systems.
 - Installs and maintains networking based windows and cloud based servers and the school's data network, systems, databases.
 - Remains current on new developments with software, hardware and network systems.
- III. Promotion and Education of Educational Technology
 - Promote effective use of educational technology included but not limited to Schoology, PowerTeacher, and SMART technologies.
 - Identify, evaluate, and recommend new and emerging technologies which support classroom learning and optimize student achievement.
- IV. Build Tech Support Group
 - Train students via a classroom and/or group setting to provide technical support to the overall school community.
 - Develop and maintain long-range and daily instructional plans.
 - Promote problem solving and cooperative negotiating skills.
- V. Assist and support the Director of IT
 - Aid in implementation of all special projects, strategic initiatives, etc.
- VI. Other duties as assigned

Essential Skills, Requirements, Education and Experience:

- Commitment to embracing Catholic education, specifically the mission of Holy Ghost Preparatory School.

- Must be experienced in IT or an equivalent field and will have a college major in related field.
- A team player and team builder that has a passion for and commitment to achieving excellence in all aspects of the School's mission.
- Network experience including but not limited to installing and maintaining Windows and web servers.
- Experience in data management (eg. MySQL).
- Works toward and maintains appropriate industry-standard certifications
- Candidates with Google Apps for Education, PowerSchool, and/or FinalSite experience preferred.
- Problem solving skills in troubleshooting system and network problems and diagnosing and solving hardware or software faults.
- Provide oversight and vision to the technical side of the school's digital content and digital signage (FinalSite, Communications).
- Help maintain and manage school-wide systems, devices and equipment included but not limited to computer labs, printers, wireless systems, firewalls and telephone systems.
- Coordinates and supports facilities staff on various school systems, including but not limited to Public Address Systems, Bells/Clocks and Security Systems.
- Promotes HGP's interest in STEM program