Directory of Technology

District Office - Middle and High School Campus

Our Mission: Partnering with Christian families to shepherd and challenge students toward their individual potential to impact the world for Christ.

Cole Valley Christian Schools (CVCS) is seeking God's wisdom in finding a dynamic, spiritually gifted individual with a love for the Lord Jesus, and a desire to serve Him as part of a unified Christian school faculty and staff that revels in the opportunity to share God's Truth in all we teach and do. We desire to strive for the excellence that God calls us to in preparing our students to impact the world for Christ. Therefore, we are seeking someone who first and foremost has a strong relationship with Christ that is evidenced in all aspects of their life.

The Director of Technology provides leadership and assumes management responsibility for the direction, coordination, integration, and implementation of technology across all school district buildings and departments. The Director of Technology will be responsible for planning, purchasing, installing, and maintaining physical technology systems of the District in a condition of excellence enabling full educational use of technology at all times in compliance with local, state, and federal regulations and requirements. This is a hands-on position with responsibilities that range from strategic and long-range planning and implementation of system-wide technology solutions, to providing one-on-one and group training and support.

Job Responsibilities:
- Responsible for all IT systems within the school; including servers, switches, internet access, firewalls, hardware, wireless access, software, computers owned by the school, security systems, cameras, and integration of student-owned computers into the school network system.
- Tests and evaluates new technologies for integration with current IT systems. This includes working with principals to determine if new technologies are a fit for the school and working with teachers to integrate new technology into the classrooms.
- Oversees IT budget and plans appropriately when acquiring new equipment/software.
- Sets policies for Network usage and access by maintaining an Acceptable Use Policy to ensure policies are consistent with the direction of the school and accessible by all staff and students.
- Keeps the larger view of integrated systems in mind when considering responses to questions that arise regarding new hardware or software.
- Responsible for all hardware and software licensing, supporting customers (staff, students, and sometimes parents), and maintaining vendor contracts.
- Supervises, directs, and prioritizes the workload of the IT team.

Qualifications:

- A testimony of faith in Jesus Christ.
- Desire to invest in and disciple students in their relationship with the Lord.
- A heart to serve our families, staff and students.
- Demonstrated ability to work in unity as part of a team, serving others.
- Management and leadership experience preferred.
- Strong knowledge of Network and Server maintenance and management.
- Familiar with Windows Server.
- Understanding of VLAN concepts.
- Knowledge of Microsoft 365 device and application management.
- Experience with firewall policies and web filtering.
- Knowledge of enterprise wireless network.
- Experience working in education and technology integration preferred.

Education and/or Certification Requirements:

- Bachelor's degree in related field from an accredited college or university.

Job Data:

- Salary: $60,000 - $85,000 per year.
- Benefits: Medical, dental, vision, life, disability, and retirement benefits.
- Tuition Discount: 50% tuition discount. Does not include fees.
- Time Off: 5 personal days, 9 sick days and 3 days bereavement leave.
- Starting Date for this position: **June 2024**

To apply, please submit the following to Human Resources at HR@cvcsonline.org:

- Cover letter
- Resume
- Completed **Staff Professional** employment application. The application can be found on the CVCS website under About/Employment/Apply Now.