St. Anthony Tri-Parish Catholic School

Job Description: Technology Services

**Hours**: Monday through Friday 8am – 5pm

**Position Type:** At Will

Classified

Full Time (40 Hours per Week)

Salaried FLSA Status: Exempt

**Reports To:** School Principal (or Principal’s Designee)

**Supervisory**

**Responsibilities**: This position has no supervisory responsibilities.

**Brief Description**:

The technology director will provide oversight, management and support for the technical systems at the school. Successful execution of this position should keep the school from experiencing significant technical downtime, as well as keeping the school current with technological maintenance.

**Job Functions**:

Essential job functions will include but are not limited to the following:

* Administer server policies, hardware and software configuration and stakeholder accounts as needed
* Audit firewall and web filters for suspicious or malicious activity; audit systems for security vulnerabilities
* Budgeting, forecasting, inventorying, procurement and sale, grant research, writing, and USAC E-Rate compliance
* Ensure compliance required by law and by payment processors, such as PCI DSS, CIPA, FERPA, and others as appropriate
* Maintain hardware and software licenses, license keys, domains, service contracts, user agreements
* Research, evaluate and test server and network hardware and software, productivity software, and cloud solutions for capacity, speed, security, useful life and cost
* Maintain and update hardware and software for servers, storage devices, wired and wireless networks, stakeholder devices, internal and external communication systems, and copiers/printers
* Update hardware and software for video surveillance, A/V systems, door management, keyless entry and body temperature kiosks
* Monitor and assess HVAC systems
* Develop and update the long-term technology recovery and replacement plan
* Provide training and support to stakeholders as needed for managed systems
* Coordinate repairs, maintenance, updates, upgrades, installations in a timely manner with minimum disruption to stakeholders
* Research, evaluate, test and implement hardware, software and data protection measures including fire suppression, redundancy and offsite backup systems

Non-Essential job functions will include but are not limited to the following:

* Two (2) hours per month for each parish permitted to assist with technical assistance
* Develop promotional media as requested
* Assist with events as requested
* Other duties as assigned

**Physical Requirements**:

* The position duties are primarily performed in a school environment.
* The position will include frequent walking, standing, and sitting.
* The position frequently requires keyboarding.
* The position will include occasional pushing, pulling, reaching, crouching, kneeling, lifting and bending.
* The position occasionally requires working in confined areas.
* The position occasionally requires lifting/carrying objects weighing 25 to 50 pounds.
* The position occasionally requires close/far vision, and handling/grasping small objects.
* The position occasionally requires extended, evening and/or weekend hours and occasional travels out of town for conferences/workshops, sometimes overnight.
* The position requires response to emergencies on 24-hour basis.
* The position occasionally requires outside work.
* The position occasionally requires use of a ladder or lift.

**Qualifications**:

Applicant must complete a Safe Environment Training and pass a background check as mandated by the Diocese of Cheyenne.

Applicant must possess the following:

* University degree in Computer Science or a related subject preferred, or work experience equivalency
* Proven hands-on network engineering experience or 3-5 years experience in a network administrator role
* Excellent knowledge of best practices around management, control, and monitoring of server infrastructure
* Ability to set up and configure server hardware
* Ability to set up and configure client and/or stand alone hardware
* Hands-on experience in networking, routing and switching
* Hands-on experience with firewalls, internet VPN’s and remote implementation
* Hands-on experience with monitoring, network diagnostic and network analytics tools
* Hands-on experience with backup and recovery software and methodologies
* Microsoft Certified Solutions Expert (MCSE), or equivalent certifications, desired with emphasis in the following areas:
  + Cloud Platform and Infrastructure
  + Data Management and Analytics
  + Productivity
  + Mobility
* Cisco Certified Network Professional (CCNP) desired
* VMware Certified Professional – Network Virtualization 2019 (VCP-NV 2019) NSX-T track desired
* CPR/ First Aid Training preferred
* Troubleshooting and problem resolution skills highly valued
* Organizational, prioritization, multitasking and teamwork skills

**Benefits**:

For specific details, refer to the Employee Handbook. Any change to the St. Anthony’s School Employee Handbook supersedes the list of benefits below.

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| --- | --- |
| * Dental Insurance | * LTD Insurance |
| * Vision Insurance | * 403(b) Retirement |
| * Life Insurance |  |

ACKNOWLEDGEMENT OF RECEIPT OF COPY OF

EMPLOYEE JOB DESCRIPTION

St. Anthony’s Tri-Parish Catholic School is an at will employer. St. Anthony’s Tri-Parish Catholic School have the right to end their work relationship with St. Anthony’s with or without advance notice or cause. Employees have the same right.

I have read, understand, and received a copy of the Job Description.

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Employee Signature Date

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(Printed Name of Employee)