

**Information Technology (IT) Director  
Job Description**

**Purpose of Position**

DMC's IT Director provides dynamic, responsive, collaborative and forward-thinking vision, leadership, and management of the school's technology systems and services. This includes the planning, development, implementation, management, and maintenance of all applications, infrastructure, security, networks, technology training, as well as comprehensive support for the teaching and learning activities of the staff and students.

**Position:**

- Full-time, Calendar Year
- Salaried, exempt, At-will employee
- Work location - Primary location is DMC Campus at 13007 Douglas Parkway in Urbandale; works at DMC Central Office located at 7001 Westown Parkway in West Des Moines as needed.

**Reports To:** Head of Finance & Operations

**Direct Reports:** IT Support Specialist

**Qualifications:**

- BS in computer science, MIS or similar field preferred.
- Exposure to Apple, Windows and Chrome operating systems preferred.
- General understanding of networks preferred.
- Experience with multi-campus/location infrastructures preferred.
- Ability to lift a minimum of 50 pounds.
- Professing believer in Jesus Christ as Lord and Savior and committed to growing in relationship with Him.
- In agreement with the Des Moines Christian School Statement of Faith.
- In agreement with the Des Moines Christian School Biblical Convictions for Christian Education.
- Regularly attends and is actively involved in a church that affirms historic Christian orthodoxy (doctrine, faith, teaching, practice), consistent with the DMC Statement of Faith, through that church's public creed, confession, core beliefs, or statement of faith.

**Professional Profile:**

- Demonstrated commitment to the mission of DMCS: *Equipping minds and nurturing hearts to impact the world for Christ.*
- Characterized with integrity and maintains confidentiality
- Utilizes critical thinking and problem solving skills.
- Exhibits problem solving skills and initiative while working with minimal direct supervision.
- Proven ability to work in a leadership role with diverse groups, including teachers, students, administrators, vendors and parents.
- Manifests effective verbal and written communication skills.
- Willing to work evenings, weekends, and or breaks to meet deadlines or restore system functionality.
- Willing to obtain certifications for various school systems and products as required.

## **Responsibilities:**

### **Technical Infrastructure**

- Configures, installs, and maintains equipment including but not limited to:
  - Network infrastructure
  - Next generation firewall
  - Phone system
  - Wireless access
  - Data backup systems
  - Windows servers within a VMware environment
  - Security monitoring systems
  - Streaming systems
  - End user devices (utilizing both Apple and PC devices for employees, Chromebooks for Elementary students, and students in grades 6 through 12 bring their own device)
- Oversees organization's cyber security
- Updates software programs, as needed.
- Maintains inventory control of all technology assets.
- Monitors hardware and software lifecycles and makes recommendations for upgrades and replacements.
- Troubleshoots hardware and software issues.
- Oversees repair process for infrastructure and end user devices.
- Administers employee and student accounts (email, network access, software access, copy systems, phones, etc).
- Monitors software licenses and related compliance.
- Communicates directly with vendors for support and purchases.
- Disposes of unneeded computers and monitors and other equipment.
- Recommends day-to-day information technology strategies and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Leads deployment of IT needs in growth and renovation projects.

### **Instructional**

- Collaborates with Academic leaders and staff to:
  - determine compatibility and usability between new curriculum purchases and existing infrastructure,
  - update the technology usage policy for the student handbook,
  - monitor student device and online activity,
  - build annual department budgets for classroom technology related purchases.
- Oversees the process of assigning loaner devices to students and recording distribution of these devices in the inventory software system.

### **Administrative**

- Manages the technology ticket process and takes primary responsibility for office requests and infrastructure requests.
- Maintains documentation of systems and procedures.
- Negotiates with vendors regarding contracts, pricing and implementation.
- Manages and builds annual IT Infrastructure operating budget.
- Processes invoices related to purchases.
- Leads and implements the school's E-Rate program.
- Attends conferences/workshops to keep abreast of current trends in technology.
- Develops and maintains communications and partnerships with school staff and external partners.
- Creates a positive environment that encourages team engagement and collaboration.
- Hires, supervises, evaluates, engages, and leads Technology department staff.
- All other duties as assigned.