



TOLEDO CHRISTIAN SCHOOLS, INC.

**TITLE: JOB DESCRIPTION -
 EDUCATION TECHNOLOGY COORDINATOR**

CATEGORY: Staff/Full Time/Exempt

PURPOSE: The Education Technology Coordinator facilitates a positive image of Toledo Christian Schools through ensuring technology is used well at events and in public areas throughout the school. Additionally, the Education Technology Coordinator maintains the school's network, computer hardware and software systems, and serves as the first line of user support for software and hardware issues for faculty, staff, and students.

SUPERVISOR: Director of Finance and Operations

FUNCTIONS AND RESPONSIBILITIES:

- Maintain and provide audio/visual support for chapel services and at various events.
- Coordinates the maintenance, operation, and management of existing school network hardware and software as well as the school's implementation of G Suite for Education.
- Develops and maintains network procedures to ensure regular system backups on a timely basis.
- Maintains software library and necessary documentation to include, but not limited to, licensing, network writing, hardware, and software.
- Maintains inventory of hardware and related peripherals.
- Follows troubleshooting procedures for hardware and software. Maintains hardware and arranges for timely repair. Maintains repair history and file server performance statistics.
- Maintains network and internet security.
- Provides an environment that encourages creative and independent use of all technology available by coordinating or providing training to school staff in network and software use.
- Facilitates staff participation in the evaluation and selection of new software, hardware, and materials.
- Performs other duties as assigned.

QUALIFICATIONS:

- Give evidence of being born-again through the redemptive grace of Jesus Christ.
- Demonstrate a mature and godly Christian worldview and lifestyle.
- Agree with school's Statement of Faith and Mission.
- Attend church regularly.
- Bachelor's degree in computer/information technology or a related field with 1-2 years of related experience.
- Familiarity with Microsoft, Windows Server, and G Suite for Education.
- Excellent verbal and written communication skills.
- Ability to organize and prioritize work.
- Ability to work independently with little supervision.
- Excellent interpersonal skills.