## IT Support

**Job Purpose**

To serve administration, faculty, and staff with IT support.

**Position Summary**

This position administers various systems throughout the school, including FACTS SIS and the website, as needed. This position works cooperatively with the Leadership Team.

**Qualifications**

A fellow Christian who supports without reservation the Judah Christian School Statement of Faith; Proficient in Microsoft Office, and preferred experience in FACTS SIS and/or Google systems; Display knowledge of networks, hardware, and software support; Can effectively communicate via spoken word, phone, email, etc.; Demonstrates ability to set priorities and handle multiple projects; Willingness to work as a member of a team, as well as the ability to work independently as needed; Able to work with high level of integrity and confidentiality; Excellent organizational skills.

**Responsibilities**

**IT Support:**

- Administer and support the student information system.
- Provide various reports across divisions.
- Set up and moderate bi-annual parent/teacher conference online sign-ups, passing those along to teachers at appropriate intervals.
- Administer of Google Admin Console.
- Create and maintain school Google accounts.
- Evaluate computer programs, services, and equipment in terms of adequacy.
- Supervise the circulations of technology materials.
- Maintain a comprehensive, yearly inventory of licenses, hardware, software, and other materials.
- Oversee all technology repair services. Eliminate obsolete materials.
- Support the school website and athletic website (with marketing and admissions), as needed.
- Troubleshoot IT needs throughout the building.
- Liaison with IT Company on IT issues.
- Manage summer IT cleaning & put-back.

**Other Duties:**

Enter hot lunch menus, process orders, and provide reports to caterer.

**Working Hours**
This position is full-time.

**Supervisor**
Superintendent