



JUDAH CHRISTIAN SCHOOL

ACADEMICALLY EXCELLENT, CHRIST-CENTERED

908 N. Prospect Avenue | Champaign, IL 61820 | Phone 217.359.1701 | Fax 217.359.0214 | www.judah.org

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 part-time, 15 hours/week.

Supervisor

Superintendent

Revised 12/2022