

## **CVCA Network Administrator, full time**

Summary: The IT Administrator coordinates with other members of the IT staff to plan, implement, and maintain all aspects of CVCA's technology infrastructure. The administrator is the main point of contact for all teacher and student technology support, and should excel at customer service with prompt and personable responses. The administrator needs to work with school leadership on strategic planning and future development and implementation of new technologies.

### **Position Requirements:**

- Fully supports CVCA's mission, vision, and core values
- Has a passion to work in a Christian environment with the mission to educate and cultivate servants for Christ
- Is in a dynamic and growing relationship with Christ and living a life of integrity that flows from personal Gospel transformation
- Possesses excellent people skills, with the ability to work and communicate with people of all levels of technology experience
  - Has excellent organizational, multi-tasking, analytical and problem solving skills
  - Has knowledge of computer and printer hardware, including troubleshooting and repair
  - Has thorough knowledge of Windows 10 OS (PCs) and Chrome OS (Chromebooks)
  - Is able to support a building-wide wireless network capable of supporting 1,000 devices
  - Is able to instruct and supervise summer IT workers
- Has the ability to develop and carry out policies and procedures to ensure safety of all users in the use of all technology
- Is able to implement backup, disaster recovery, virus protection, and security for the protection of hardware and data.
  - Is able to identify failing systems and suggest solutions in line with current budget
  - Is able maintain compliance with all government regulation in regard to technology and licensing
  - Ability to modify and make ongoing updates to website and maintain plug-ins
  - Capability to create forms(typeform), perform calendar maintenance, and marketing functions on website
  - Has web analytics, Wordpress and HTML knowledge
  - Ability to troubleshoot website problems
  - Is able to negotiate best pricing for equipment and services
  - Has the ability to keep school technology current and moving forward with new developments
  - Must be able to develop annual and multi-year budgets for a vibrant technology program
  - Is able to lift and handle technology equipment, including installation and repair of same
  - Has an associate's degree or equivalent in experience; bachelor's degree preferred

### **Ideal Qualifications**

- 5 or more years of experience in a school IT environment
- Familiarity with Cisco networking equipment (certification a plus)
- Familiarity with Windows Active Directory framework
- Familiarity with Google Administrative Console
- Familiarity with FACTS SIS (RenWeb)
- Familiarity with CCTV cameras system
- Familiarity with Door Access and Control system
- Works comfortably across social media platforms
- Ability to troubleshoot website problems

Interested candidates should send resume and personal Christian testimony to Jeanie Micale at [jmicale@cvcaroyals.org](mailto:jmicale@cvcaroyals.org)