



**“The Island is our Classroom, the World is our Responsibility.”**

***JOB TITLE:***

**Technology Systems Manager**

***Contract Type:*** Full-year administrator

***Reports To:*** Director of Technology

***POSITION DESCRIPTION:***

The Technology Systems Manager is responsible for providing vision, strategic leadership, and day-to-day management of the Good Hope Country Day School technology software, systems, databases, and end-user hardware. The Technology Systems Manager will continually identify, develop, and implement innovative technologies that enhance teaching and learning, student life, and administrative operations. The Technology Systems Manager works collaboratively with the Technology Network Manager.

The Technology Systems Manager collaborates with faculty and the island community to further the school’s mission and values and implement the school’s mantra “The Island is our Classroom, the World is our Responsibility.”

***PRINCIPLES OF GOOD PRACTICE (per NAIS):***

The Good Hope Country Day School Board of Trustees has adopted the National Association of Independent Schools’ Principles of Good Practice for all areas of the school.

Principles relevant to the Technology Systems Manager include:

- [Educating for Global Citizenship and International Mindedness](#)
- [Environmental Sustainability](#)
- [Equity and Justice](#)
- [Parents Working with Schools/Schools Working with Parents](#)
- [Teaching and Learning in the Digital Age](#)

The entire set of NAIS [Principles of Good Practice may be found here](#).

## **ESSENTIAL JOB FUNCTIONS:**

- 1.0 Ensures that academic Information Technology systems function well for the benefit of GHCDs students and teachers. - All technology staff as a team.
  - 1.1 Collaborates with Deans to align GHCDs's academic Information Technology systems with the school's mission.
  - 1.2 Plans effective educational technology integration for the teaching and learning process.
  - 1.3 Researches and acquires technology assets to enhance the teaching and learning process.
  - 1.4 Provides first-tier support as needed for hardware and software. Manages and upgrades software platforms, Internet filters, and other software programs.
  - 1.5 Provides tech support for hardware and software via the ticketing support system (including limited off-hour support) to ensure that all systems and equipment are working.
  - 1.6 Provides classroom tech support for computers, printers, interactive boards, cameras, and other equipment.
  
- 2.0 Manages, updates, repairs, and supports the use of databases and other software systems.
  - 2.1 Manages all GHCDs database systems, ensuring that they are maintained, protected, evaluated and improved — including those responsible for academics, course management, student management, admissions, advancement, finance, and facilities.
  - 2.2 Collaborates with staff and administration to research, install, and manage new database systems as needed.
  - 2.3 Manages the school's Google Apps for Education Management Console, online testing, and other academic systems.
  - 2.4 Provides professional development and support for enrollment software systems, student reports, transcripts, student progress reports.
  - 2.5 Manages the set-up and maintenance of student and staff accounts, including email and Student Information Systems.
  - 2.6 Manages and upgrades software platforms, Internet filters, and other software programs.
  
- 3.0 Manages, updates, and repairs GHCDs technology equipment.
  - 3.1 Researches, arranges for the purchase of, sets up, and distributes technology equipment, as budget and/or outside funding sources allow.
  - 3.2 Oversees set-up, maintenance, and implementation of 1-1 device programs and/or classroom sets of technology assets.
  - 3.3 Manages inventory of all hardware including computers (desktops and laptops, PCs and Macs), tablets, printers, scanners, interactive boards, projectors, speakers, and document cameras.
  - 3.4 Establishes renewal plans, replacement cycles, and disposal plans for technology equipment.
  
- 4.0 Produces communications related to Academics and Information Technology.
  - 4.1 Works closely with the Head of School, Deans, Advancement Office, and IT Department to ensure strong communications with parents and students and strong connections with community resources across St. Croix — especially on matters of academics, learning support, and information technology.
  - 4.2 Works closely with the Technology Network Manager and the Deans to ensure that the progress report, report card, and teacher comment process runs smoothly each grading period.

- 5.0 Assists in the management of Good Hope Country Day School Network and Servers.
  - 5.1 Assist in the research, development, and strategic planning for the GHCDS network and servers.
  - 5.2 Assists in the management and repair all GHCDS servers, as needed.
  - 5.3 Assists in the management network and wireless LAN and firewall, as needed.
  - 5.4 Assists in the management of the GHCDS VOIP system, as needed.
  - 5.5 Assists in the management of the GHCDS security system, as needed.
  - 5.6 Assists in the management of the GHCDS Access Points and Network, as needed.
- 6.0 Assists with technology professional development and learning opportunities for faculty.
- 6.1 Works closely with the Technology Network Manager and Dean of Academics and Technology to develop and provide faculty members with professional development opportunities to improve their technology competencies and enhance effective use of school technologies.
- 7.0 Functions as an integral member of the administration.
  - 7.1 Is a visible presence on campus.
  - 7.2 Makes a practice of attending, and shares administrative duties for: athletic events, arts events, movie nights, and other campus events involving GHCDS students.
  - 7.3 Participates in strategic and campus master planning, as related to academics and technology.
  - 7.4 Participates in planning activities and other administrative functions.
  - 7.5 Serves as an integral member of the safety and crisis management team.
  - 7.6 Assists in coordination of school wide emergency plans.
- 8.0 Performs other duties as assigned by the Head of School.

#### ESSENTIAL JOB REQUIREMENTS:

##### Education:

- Bachelor's degree required. Master's degree preferred.
- Continuing professional development in teaching and learning, curriculum, technology, counseling, child development, psychology, systems management, and/or related areas.

##### Experience:

- At least three (3) years of experience in the field of technology, preferably at a school, working with students, parents, and school personnel.

##### Required Skills and Attributes:

- Commitment to stay abreast of recent developments in teaching and learning, curriculum, technology, counseling, child development, psychology, systems management, and/or related areas.
- Strong organizational, oral communication, and written communication skills.

- Ability to function well in a team and to work well with students, parents, coaches, and school personnel.
- Creative and practical problem solving and interpersonal skills.
- Flexible and can work with minimal supervision.
- Integrity and good judgment.

***Other Requirements:***

- Must be able to perform the physical duties of the position on the GHCDs campus.
- Must demonstrate strong commitment to the mission and values of GHCDs.

***ABOUT GOOD HOPE COUNTRY DAY SCHOOL:***

***Mission and Values:***

Founded in 1964, Good Hope Country Day School is a 270-student, Nursery-12<sup>th</sup> grade, coeducational, nonsectarian independent school located on St. Croix, U.S Virgin Islands.

The school’s mission is to “cultivate reflective, creative, and compassionate students who are critical thinkers prepared to excel in college and empowered to better their island and the world.” The school’s four key values are: Integrity, Respect, Scholarship, and Citizenship, and its mantra is “The Island is our Classroom, the World is our Responsibility.” Learn more at [www.ghcds.org](http://www.ghcds.org).

***School Philosophy:***

GHCDs-Values Good Hope Country Day School is committed to providing an outstanding education that recognizes the uniqueness of each child. Our comprehensive program balances academics, physical education, expressive arts, technology, and extracurricular and community service opportunities — on campus, across St. Croix, and beyond. We also strive to develop each student’s social, emotional and physical well-being. Our experienced faculty members employ a variety of instructional approaches and model a desire for lifelong learning.

GHCDs values individual differences in our diverse, multicultural community. Our school also seeks to incorporate the amazing natural, historic, and other resources of St. Croix into our programs.

The school encourages active parent involvement to support and enrich school programs. We are committed to an on-going process of strategic planning to ensure continuous improvement across programs and divisions.

***Accreditation:***

Good Hope Country Day School is accredited by the Middle States Association of Colleges and Schools, the primary accreditation association for both private and public schools in a region that includes the eastern United States and the Caribbean.

***Non-Discriminatory Practices:***

Good Hope Country Day School is an equal opportunity employer and does not discriminate in recruiting, hiring, training, promotion, transfer, discharge, compensation or any other term or condition of employment on the basis of race, gender, color, age, creed, national origin, marital status, sexual orientation, gender identity or disability, or any other reason set forth in USVI or federal non-discrimination requirements, if the employee can perform the essential functions of the job, with a reasonable accommodation if necessary.

***Job Descriptions:***

This job description is not intended to be all-inclusive. Employees may perform other related duties as requested to meet the ongoing needs of the school. The Head of School may make changes in job descriptions and job titles from time to time, according to the needs of the institution.

***Start Date:***

The position will begin July 1, 2022.

***Compensation:***

Administrative salaries depend on the complexity of responsibilities, and the experience, expertise, and education of the administrator.

***How To Apply:***

Interested candidates should send a cover letter, resume, and list of three references and/or letters of reference, to Ms. Kiomie Pedrini, Executive Assistant to the Head of School, at [kpedrini@ghcds.org](mailto:kpedrini@ghcds.org). The application deadline is **June 18, 2022**; the deadline may be extended if necessary.