

Alabama School of Fine Arts
JOB DESCRIPTION

Title: Director of IT (12 Months)

Report To: President

Job Summary: To provide technological insight, direction, service, management, and support for the Alabama School of Fine Arts through effective, structured, secure, and flexible utilization of various modern technologies for the purpose of enablement for all students, faculty, staff, and administration, and to foster digital citizenship that promotes responsibility and success for everyone involved

Performance Responsibilities:

- Overseeing all technology operations and evaluating them according to established goals
- Fully supporting, configuring, maintaining, and upgrading all network infrastructure devices including servers, switches, routers, cabling, SAN, VMWare hosts, wireless controllers, wireless access points, PCs, laptops, projectors, printers, and VOIP phones
- Devising and establishing IT policies and systems to support the implementation of strategies set by school leaders and requirements set by state and federal government
- Monitoring network infrastructure performance for availability, utilization, throughput, and latency to insure maximum uptime and availability for all end users
- Analyzing requirements of all departments to determine their technology needs
- Establishing, reviewing, and maintaining plans for incident response and disaster recovery including Endpoint protection, UPS management, and onsite/offsite data backup
- Installing, configuring, and maintaining Microsoft products (including OS, Server, Office), Google Suite products (including Chrome, Classroom, Gmail), Apple products, and some Linux products
- Effectively managing and distributing the technology budget to meet the technology needs set forth by school leaders and IT staff
- Working effectively with the School Technology Specialist to provide timely end-user support and issue resolution as needed
- Performing other technology related duties as instructed by the President

Required Skills:

- Knowledge/experience managing a complex Microsoft Windows network environment (installing, upgrading, monitoring, maintaining, troubleshooting)
- Knowledge/Experience configuring and administering Active Directory, Group Policy, File shares, DHCP, DNS
- Extensive background in WAN and LAN Network topology, protocols (TCP/IP, SNMP), and standards, as well as Wireless infrastructure configuration/management
- Knowledge/Experience working with server virtualization software (VMware, VEEAM).
- Knowledge/Experience as a Storage Area Network (SAN) engineer
- Excellent writing skills to develop policies and procedures as pertain to all aspects of the school network
- Knowledge/Experience managing IT resources including budgets, vendors, assets, data, and personnel
- Knowledge/Experience with large project planning and implementation
- Knowledge/Experience working with Mitel VOIP technology
- Knowledge/Experience managing network security including Firewalls, URL Filters, and Intrusion Prevention
- Excellent communication skills

Qualifications: Required - Undergraduate (4 year) degree in some field related to education and/or technology is desired. 2 to 3 years of experience working as a Systems or Network Administrator preferred. Previous demonstrated experience with PowerSchool (Student Records Management software) desired. Certifications (CompTIA A+, Microsoft, Cisco) a plus.

Preferred - Graduate Degree in some field related to education and/or technology required. 8 to 10 years of experience working in a professional capacity with Information Technology (Systems Admin, Network Admin, IT Coordinator/Director). Experience with Budget/Policy Management a plus. Certifications also a plus.

Salary: ASFA Salary Schedule based on Experience

Start Date: July 8, 2024

Service Term: 12 Month (234 Days)

To apply please submit a cover letter, resume, and a list of three references with contact information to Jamie Plott, CFO/COO, at jplott@asfa.k12.al.us. Please only submit once. School must receive the above no later than June 1, 2024

It is the policy of the Alabama School of Fine Arts not to discriminate on the basis of race, color, religion, sex, national origin, citizenship (other than an alien not authorized to work in the U. S.), age, disability, veteran status, or other proscribed category, in its educational programs, activities, or employment policies, as required by local, state, and federal policies and laws. This policy applies to all aspects of employment including selection, compensation, assignment, promotions, discipline, termination, and access to benefits and training. Inquiries or complaints regarding compliance with applicable laws may be directed to Dr. Tim Mitchell, President.