



Job Title: Director of Technology		Reports to: Director of Operations	
Worker Classification: <input checked="" type="checkbox"/> Full-time <input type="checkbox"/> Temporary <input type="checkbox"/> Part-time <input type="checkbox"/> Contract	Compensation: <input checked="" type="checkbox"/> Salary <input type="checkbox"/> Hourly	Fair Labor Standards Act: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	
Organizational Supervision Level: <input type="checkbox"/> Tier A <input checked="" type="checkbox"/> Tier B <input type="checkbox"/> Tier C <input type="checkbox"/> Tier D		Work Location: <input checked="" type="checkbox"/> On-Site <input type="checkbox"/> Hybrid <input type="checkbox"/> Remote 80% on-site	

Position Summary

The Director of Technology manages and oversees the technological infrastructure and services at Concordia Lutheran Schools of Omaha. This includes maintaining internet access, developing and administering the technology budget, ensuring the functionality and security of hardware and network infrastructure, and supporting faculty, staff, students, and Concordia’s event partners with their technology needs. The Director of Technology works closely with administrators, teachers, and external service providers to enhance the educational environment through effective use of technology.

Position Responsibilities

1. Internet Access Management
 - Ensure reliable internet access for faculty, staff, students, and community partners.
2. Technology Budget
 - Develop and administer the technology budget to support the school’s technological needs and goals.
3. Network Infrastructure
 - Maintain, update, and repair network infrastructure to ensure minimal disruptions to the learning environment.
4. Hardware Maintenance
 - Maintain, update, and repair hardware, including computers, tablets, and other devices used in the classroom and administration.
 - Set up or oversee the technology setup for school and community events hosted at Concordia.
 - Oversee the deployment of school-managed student devices.
5. Security Camera System
 - Maintain the security camera system.
 - Provide access to the security footage as directed.
6. Copier and Printer Access

- Maintain copier and printer access for faculty, staff, and students.
 - Serve as liaison to service companies for maintenance and repair.
7. Phone and Intercom Access
 - Maintain phone and intercom systems for staff and classrooms.
 - Serve as liaison to service companies for maintenance and repair.
 8. School Information System
 - Maintain user accounts and information in the school information system (currently FACTS).
 - Assist staff as needed with the system.
 9. Technology Evaluation and Implementation
 - Work with administrators at all levels (K-12) to evaluate and implement technology purchases and improvements.
 - Work with teachers and staff to evaluate and implement new technologies in the classroom.
 10. Training and Support
 - Provide training for teachers and staff on the use of technology.
 - Assist teachers and staff in implementing new technologies effectively.
 11. Software Administration
 - Administer all software subscriptions, including:
 - Microsoft
 - CCVLI (Christian Video Licensing)
 - Adobe
 - Library software
 - Apple Volume Purchasing Program
 - Blackbaud
 12. Email Access
 - Maintain student, staff, and faculty email access (currently Google Apps for Education).
 13. External Collaboration
 - Serve as the school representative for the ESU#3 Instructional Technology User Group (ITUG).
 14. Other duties as assigned

Skills Necessary

1. Strategic planning and efficient resource management to meet the school's technological needs.
2. Strong organizational skills to manage multiple projects and tasks simultaneously, prioritizing tasks and managing time effectively to meet deadlines.
3. Ability to work collaboratively with administrators, teachers, and external service providers.
4. Strong communication skills and ability to train and support non-technical staff.
5. Ability to develop and administer a comprehensive technology budget.

6. Strong analytical skills to diagnose and resolve technical issues quickly and effectively.
7. Ability to handle unexpected challenges and adapt to changing technological environments.

Professional Expectations and Requirements

1. Bachelor's degree in Information Technology, Computer Science, or a related field.
2. Proven experience in managing technological infrastructure and services, preferably in an educational setting.
3. Strong understanding of network management and hardware maintenance, including knowledge of best practices for data security and privacy.
4. Experience with budget development and administration.

Attributes of All Concordia Staff

Concordia Lutheran Schools of Omaha operated as a ministry of the Lutheran Church-Missouri Synod. Staff members, both called and uncalled, represent Concordia's ministry to the community and must:

1. Profess an active, Christian faith
2. Be loyal to the vision, purpose, and staff of Concordia Lutheran Schools of Omaha and seek to protect the unity among our staff and community
3. Demonstrate a Christ-like attitude through all interactions with students, families, staff, and volunteers
4. Adhere to the Personnel Manual
5. Maintain the confidentiality of sensitive materials and information

Does this sound like you?

You are a tech-savvy professional passionate about enhancing educational environments through innovative technology solutions. You possess a strong background in managing network infrastructure, hardware, and software systems, and you thrive on keeping everything running smoothly with minimal disruptions. Budget management is second nature to you; you have a knack for strategic planning and resource allocation. You're a problem-solver who can troubleshoot technical issues efficiently and effectively. Your excellent communication skills allow you to train and support non-technical staff, and you enjoy collaborating with educators to implement new technologies that enhance the learning experience. You are committed to the mission and values of Concordia Lutheran Schools of Omaha and eager to contribute to a positive, tech-enabled learning environment.