GWA Technology Manager

George Walton Academy is seeking a Technology Manager who will report to the Director of Business Operations. The scope of the position is broad and includes, but is not limited to, the following:

- Managing, as the on-site lead person, the platforms and databases for all school constituencies.
- Coordinating with the IT team in ensuring the continual functioning of mission critical operations including the data network, email systems, Internet service, wireless network, internal web servers and website services, physical plant systems, security systems, and VOIP phone systems.
- Addressing and ensuring the ongoing security related needs for integrity and confidentiality of data, necessary filtering through firewall security, data backups for on and off site daily processes, and the associated research and implementation ongoing with cyber security threats.
- Participating in the review and negotiation of preferred vendor relationships including equipment procurement and maintenance, software licensing, installation, support and upgrade continuity.
- Remaining current on trends, research, applications, products and effective practices related to the technology infrastructure.
- Overseeing hardware distribution, inventory database of school's hardware/software, support contracts and maintenance cycles.
- Supervising, training, assisting, guiding, scheduling and evaluating all IT staff.
- Supervising the IT Helpdesk to provide on-site and remote support, when necessary, to faculty, staff, and students concerning hardware, software and connectivity.
- Creating, encouraging, nurturing and maintaining strong team morale and staff satisfaction in the work place.
- Coordinating and fulfilling the overall school-wide needs for faculty curriculum to facilitate student technology based learning.
- Collaborating with the Director of Business Operations to develop and oversee technology planning and commensurate budget.

The ideal candidate will possess:

- Excellent interpersonal skills.
- Ability to work collaboratively to achieve collective goals.
- BS or BA in Computer Science, Systems Management or related field.
- Broad knowledge of IT operations and associated concepts and technologies.
- Experience with VoIP phone systems.
- Flexibility in all areas of work life.
- Outstanding organizational skills, with ability to juggle long-range planning while prioritizing and completing multiple tasks simultaneously.
- Solution-driven and improvement-oriented mentality.
- Experience managing a technology team and corporate/institutional technology infrastructure.
- Previous experience with independent schools preferred but not required.

Please submit cover letter and resume to Dr. Dan Dolan, Headmaster: **ddolan@gwa.com**.