



# GRACE INTERNATIONAL SCHOOL

ENABLE | EQUIP | CULTIVATE

## **JOB DESCRIPTION**

**Job Title:** Information Technology (IT) Director

**Category:** Full Time/ Thai or Non Thai

**Division:** Information Technology

**Reports to:** Chief Operations Officer

**Supervises:** IT Division Personnel

## **POSITION PURPOSE & DESCRIPTION**

The purpose of the IT Division is two-fold: to enhance the classroom by providing and promoting the use of appropriate technology so that faculty can teach better and students can learn better. Secondly, the IT Division exists to provide school wide IT services with excellence so that staff can do their jobs better.

## **GENERAL QUALIFICATIONS**

- Is a mature Christian
- BA+ in computer related field
- At least 5 years experiences in computer network or computer management background.
- Native English speaker
- At least 700 TOEIC score test required, If Thai Nationality.
- Commitment to hard work.
- Is a model of the GIS Core Values of being Christ-centered, caring for the students, and having a commitment to excellence

## **CHARACTER QUALIFICATIONS AND EXPECTATIONS**

### Trustworthy Culture

- Develops and maintains positive and healthy relationships
- Communicates effectively in both speech and writing.
- Is culturally sensitive.
- Models integrity and honesty.
- Is able to listen and respond appropriately.
- Addresses and deals effectively with conflict when it arises.

### Talent Management

- Makes it a priority to develop his/ her staff members
- Has the ability to have difficult conversations for the sake of growth and to bring out the best in people.
- Has the ability to create opportunities for growth and to empower his/her staff.

### High Impact Strategy

- Makes a commitment to a Christ-integrated education.
- Has the ability to rally people around the vision of the school.
- Has consistent, high expectations for excellence.

### Innovation and Involvement

- Has the ability to work in a collaborative and innovative way with diverse personalities to define and achieve common goals.
- Encourages intelligent risk-taking and learning through mistakes
- Challenges the status quo courageously.

### Authentic Christian leadership

- Models a consistent walk with Jesus Christ in attitude, speech, and actions.
- Submits respectfully and demonstrates loyalty to authority.
- Exercises decisive leadership with humility.
- Represents the school in a favorable and professional manner.

- Is a relational leader who is present and approachable; knows what is going on in each division
- Goes directly to the person/s concerned when questions and problems arise.
- Assumes responsibility for the personal professional growth of the staff.

## Clarity and Accountability

- Maintains a robust and rigorous evaluation through data analysis with the ability to develop clear strategies for improvement.
- Ensures that overall objectives of the division are being met.
- Communicates clearly the goals and expectations for staff behavior.

## CHRISTIAN CONDUCT/ MORAL PURITY

At Grace International School (GIS), a staff member's most important function is to serve as a Christian role model. Therefore, all staff members are expected to adhere to Biblical moral standards. Grounds for dismissal include, but are not limited to, abuse and neglect, sexual harassment, participation in adultery, fornication, homosexuality, use of pornography, drunkenness or other substance abuse, dishonest business practices, or insubordination. A staff member's conduct should be above reproach when judged by New Testament standards and should be reasonably inoffensive in the local culture. Staff members are also expected to be a part of a weekly local church community and to be a part of a weekly GIS morning prayer time and/or a weekly regularly scheduled prayer times with another faculty member(s).

## GENDER STATEMENT

- We believe in the historic biblical view of marriage. For those who choose it, marriage reflects God's best when it is a lifelong commitment between one man and one woman. (Mark 10:1-12)
- We believe singleness, for those who choose it, is a gift to be celebrated and supported within the GIS community. Those called to singleness experience the rich benefits of a life focused on God. (I Cor. 7)
- We believe in the historic biblical view of gender identity. We believe humans are created to be uniquely male and female, each created in God's image.(Gen. 5:2, Mt. 19:1-12). When men and women live out of these God-ordained identities, humanity flourishes. (Gen. 1:27-28) Alternative identities, behaviors and lifestyles lead away from the knowledge of God and life. (Romans 1:18-32)

## PROFESSIONAL CONDUCT

As professionals, employees at GIS will be expected to:

- Support GIS's Statement of Faith, Christian Unity Statement, Christian Conduct and Moral Purity Statement, Philosophy of Education, Abuse, Neglect and Harassment Prevention policy, and all other written policies and regulations.
- Abide by the decisions of the Board of Trustees and the administration.
- Refrain from discrediting the ability or conduct of other GIS colleagues and seek to support one another in all issues.
- Keep all matters regarding a colleague or student confidential
- Be familiar with and abide by all policies outlined in the Personnel Handbook; and, as applicable, the Parent, Student, and Member Organization Handbook.
- Respect the local traditions and customs of Thailand.

GIS reserves the right to discipline any staff member for behavior at any time that would bring reproach upon the school.

## MAIN TASKS AND RESPONSIBILITIES

- Oversee and manage the IT budget
- Oversee and maintain Internet connectivity
- Oversee and maintain a stable and secure Network System in accordance with the needs of the school.
  - **Hardware:** Firewall, Server, Desktop, Laptop, Chromebook, Tablet, Switch, Network Printer and Multifunction Copier, Security Camera.
  - **Software:** Operating System (clients and server [Windows/Mac/Linux/Chrome OS/ VMware]), System Applications (FACTS School Information System, Odoo, Destiny), Server Services (DNS, DHCP, Print Server,

etc.) and monitoring systems that ensure the GIS network is working well and that staff and students are using resources in the proper way.

- Manage the firewall to ensure a secure network, including the filtering and monitoring of traffic for safety.
- Keep a record of network logs and reports for at least 90 days in accordance with Thai law.
- Provide technical support to staff and students, troubleshooting when problems occur to find the right solutions.
- Systems Administrator for the GIS Google Workspace for Education
- Systems Administrator for FACTS, the School Information System.
- Systems Administrator for Odoo, the online ERP system for GIS data and systems
- Systems Administrator for Blocks, the filtering and monitoring systems for Chromebooks outside the school.
- Systems Administrator for FreePBX, the phone system server for GIS.
- Manage the security cameras system and server appliances to ensure proper recording and retention for safety.
- Oversee and provide technical support for the multimedia system in classrooms
- Oversee and provide technical support for the printer and copier network.
- Consult and help evaluate new technology programs and services relevant for GIS.
- Responsible for all information technology contracts.
- Leads and manages the IT staff.
- Supervise the IT staff and conduct performance reviews to deliver fair and actionable assessments to their direct reports.
- Establishes, implements and updates school IT policies and procedures.
- Maintain and improve customer service by troubleshooting problems, and providing technical assistance to students and staff.
- Perform other tasks and responsibilities as requested by the Superintendent and/ or COO.