

BASS MEMORIAL ACADEMY
Job Description

JOB TITLE: IT Director	REPORTS TO: Principal
DEPARTMENT: Information Systems	EFFECTIVE DATE: July 1, 2024
EMPLOYEE NAME:	

POSITION SUMMARY:

The Information Technology Director is responsible for the overall day-to-day administration of the information systems and technology components of Bass Memorial Academy, including the computer network, network infrastructure, faculty/staff/student devices, communication systems hardware and apps, website and domain management, video surveillance system, and telephone system. Applicants must have a strong desire to mentor young people and a willingness to serve others. This is a full-time, salaried position that includes teaching Computer Literacy and Robotics.

POSITION QUALIFICATIONS:

Bass Memorial Academy personnel will be faithful practicing members of the Seventh-day Adventist Church whose life and habits have a positive influence in leading students to Christ. Bass Memorial Academy personnel will be passionate about Adventist education and will support the mission of Bass Memorial Academy at all times.

Employees must fulfill the performance standards of this position and comply with policies, rules and procedures of Bass Memorial Academy, the Gulf States Conference, the Southern Union, and the North American Division, including those set out in the Employee Handbook or otherwise communicated (orally or in writing) to employees.

The following requirements are representative of minimum levels of knowledge, skills and/or abilities:

Interpersonal Relationships

- Provides a role model of successful Christian living for the students.
- Interacts with students and models spiritual maturity in leading students towards Christ and then spiritual growth.

- Interacts with students and others in a manner that is sensitive to diverse academic, spiritual, and personal needs.
- Exhibits the interpersonal skills to work in collaboration with, and in support of, colleagues in planning and implementing educational activities.
- Maintains active communication and positive relationships with parents, administration, board members, constituents, and community.
- Respects and accepts each individual, regardless of sex, race, color, ethnic origin, cultural or socioeconomic background, religion, or disability.
- Demonstrates the interpersonal skills necessary for basic conflict resolution, following the appropriate chain of command.

Professional Responsibilities

- Demonstrates a personal commitment to SDA Christian leadership principles and lifestyle.
- Demonstrates effective organizational skills in managing professional responsibilities.
- Participates in church, school, and extracurricular projects and activities.
- Initiates professional development activities and participates in conference sponsored professional in-service training on a regular basis.
- Cares for personal and school property.
- Ability to work as a member of a team as well as independently.
- Understands and follows the departmental budget.
- Proficient in computer programs such as Word, Excel and PowerPoint.
- Responds to inquiries or complaints from stakeholders, regulatory agencies, or members of the business community in a professional manner.
- Is on-time for meetings/appointments and performs administrative and other responsibilities in a timely manner.
- Understands that Bass Memorial Academy is a boarding school. As such, duties include some evening and weekend supervision responsibilities and sponsorships.
- Understands the importance of confidential information concerning students and others while maintaining a high degree of integrity and support for Bass Memorial Academy.

Instructional Process

- Promotes SDA philosophy, ensuring that all subject matter is taught from a SDA perspective based on curriculum guidelines and requirements of the North American Division, Southern Union, Gulf States Conference, and Bass Memorial Academy.
- Demonstrates evidence of lesson and unit planning and preparation that honors individual diversity and builds upon prior knowledge.
- Selects subject matter that is academically and developmentally appropriate for diverse abilities and interests.
- Employs a variety of teaching techniques and activities appropriate to student learning styles and subject matter, stimulates critical thinking, and monitors student understanding.

- Uses a variety of evaluation techniques to provide feedback and communicate progress, providing opportunities for students to learn from mistakes as well as successes.
- Utilizes appropriate classroom management routines that facilitates student engagement and continuity.
- Provides for individual differences through diagnostic and prescriptive teaching.
- Communicates challenging expectations that encompass critical and creative thinking as well as problem solving skills.
- Maintains a classroom climate conducive to student learning, allowing sufficient time for academic activities.
- Utilizes effective behavior management techniques which promote self-discipline.
- Attempts to systematically involve all students in the instructional process and encourages intellectual risk-taking.
- Promptly grades and returns assigned material to the student and posts grades and attendance in the student management system in a timely manner. The teacher will set the example for punctuality to classes and other scheduled meetings.

JOB STANDARDS AND REQUIREMENTS:

Education:

- A minimum of a Bachelor's degree in Computer Science.
- Should possess, qualify for, or be willing to take the necessary coursework to receive NAD certification.

Experience:

- Should have at least three years' experience in the IT field.

MAJOR DUTIES AND RESPONSIBILITIES:

IT:

- Configures and maintains the network and telecommunications systems to assure timely, secure and reliable processing of data.
 - Maintains and updates network file servers, computer workstations, laptops, tablets, printers, routers, switches, modems, cabling, and Internet communications devices to assure timely, secure and reliable access to data as required by all authorized users.
 - Maintains and upgrades network and application software as needed.
 - Develops and implements policies and procedures related to network hardware and software acquisition, use, support, security, and backup.
 - Establishes and maintains network users, user environments, directories, and security.
 - Responds to the needs and questions of network users concerning their access to resources on the network and the operation of various software applications.

- Trains users on software and equipment usage.
- Responsible for the daily maintenance, testing, and safeguarding of network and other data file backup media and proper storage.
- Develops and communicates standards for use, operations, and security of network, personal computers, and data.
- Responsible for installation, maintenance and staff training of telephone, email and voice mail systems.
 - Provides in-house administration of the telephone system, coordinating maintenance and support with outside vendors as needed.
 - Establishes and maintains extensions and users, including adds, moves and deletes, user system software.
 - Maintains or coordinates maintenance of system hardware.
 - Establishes and coordinates external communications systems, including telephone and cable lines.
 - Provides training and support to users and needed.
- Responsible for ongoing repair and maintenance of all data processing equipment, including photo copiers, fax machines, scanners, and postage meters.
- Responsible for the secure maintenance and timely retrieval of all stored data.
- Monitors and maintains web filtering and Firewall policies, alerts and notifications.
- Configures and implements network security best practices, policies and training.
- Responsible for maintaining all classroom technology and software.

Teacher:

- Teaches Computer Literacy and Robotics classes.
- Implements instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- Identifies, selects, and modifies instructional resources to meet the needs of the students with varying backgrounds, learning styles, and special needs.
- Provides a positive environment in which students are encouraged to be actively engaged in the learning process.
- Communicates effectively, both orally and in writing, with students and parents on a regular basis. Meets, as needed, with parents to discuss student progress and problems.
- Models professional and ethical standards when dealing with students, parents, peers, and community.
- Maintains effective and efficient record keeping procedures.
- Assumes responsibility for meeting his/her course and school-wide student performance goals.
- Meets professional obligations through efficient work habits such as: meeting deadlines and honouring schedules.
- Prepares course outlines complete with specific requirements for the course.
- Prepares a course summary complete with a schedule and evaluation methods which is given to students on the first day of class. Prepares unit outlines and daily lesson plans for the courses following NAD curriculum guidelines.

- Selects textbooks and supplementary books, online sources, magazines and newspapers for courses.
- Assigns lessons and corrects homework.
- Administers tests to evaluate student progress, records results and issues reports to keep parents informed of progress.
- Keeps attendance records and informs the Attendance Officer when students are missing from class.
- Maintains discipline in the classroom.
- Participates in faculty/staff meetings, educational conferences, and teacher training workshops. Also participates in major school events (i.e. Ignite Youth Conference, education fair, academy days, alumni weekend, graduation, camp meeting).
- Accompanies students on field trips to expand classroom learning to the real world.
- Provides adequate supervision of students for which he/she is responsible.
- Performs other duties and responsibilities as assigned by their supervisor.