

PHOENIX CHRISTIAN PREPARATORY SCHOOL

Administrative Job Description

Title:	IT Technician
Reports To:	Superintendent
General Responsibilities:	General oversight and support of all technology applications within the school including computer instruction, and hardware and software.
Education:	Bachelor's Degree
Contracted By:	Yearly Agreement
Evaluation:	Superintendent

Required Personal Qualities:

- Has received Jesus Christ as his/her personal Savior.
- Believes that the Bible is God's Word and standard for faith and daily living.
- Is a Christian role model in attitude, speech and actions toward others. This includes being committed to God's biblical standards for sexual conduct (Luke 6:40)
- Regularly attends a local, evangelical church, which has a Statement of Faith in agreement with the school's Statement of Faith.
- Shows by example the importance of Scripture study and memorization, prayer, witnessing, and unity in the Body of Christ.
- Is in whole-hearted agreement with the school's Statement of Faith and Christian philosophy of education.
- Has the spiritual maturity, academic ability, and personal leadership qualities to "train up a child in the way he should go."
- Recognizes the role of parents as primarily responsible before God for their children's education and be prepared to assist them in that task.
- Demonstrates the character qualities of enthusiasm, courtesy, flexibility, integrity, gratitude, kindness, self-control, perseverance, and punctuality.
- Meets every day stress with emotional stability, objectivity, and optimism.
- Maintains a personal appearance that is a Christian role model of cleanliness, modesty, and good taste, and that is in agreement with any applicable school policy.
- Uses acceptable English in written and oral communication.
- Respectfully submits and is loyal to constituted authority.
- Notifies the supervisor/administrator of any policy he/she is unable to support.
- Refuses to use or circulate confidential information inappropriately.

- Places his/her ministry ahead of other jobs or volunteer activities.
- Appreciates and understands the diversity of the Phoenix Christian community.
- Recognizes the need for good public relations. Represents the school in a favorable and professional manner to the school's constituency and the general public.
- Develops and maintains rapport with students, parents, and staff by treating others with friendliness dignity, and consideration
- Follows the Matthew 18 principle in dealing with students, parents, staff, and administration.
- Seeks the counsel of the supervisor/administrator, colleagues, and parents while maintaining a teachable attitude.

Job Description

- General oversight and support of all technology applications within the school and hardware and software including the server, active directory, Microsoft 365, and Renweb (SIS).
- Support the school bell systems.
- Support the communication systems (phones)
- Support the security camera systems.
- Support and train faculty and staff on various technology systems/software programs.
- Research evolving technologies to identify those that are applicable, ranging from the school district to the classroom.
- Recommend, implement, and support technology as it applies to resolving current or future business or educational issues.
- Manage teams or vendors for the implementation and support of technology.