



Position Title: **Information Technology Manager**
Reports to: Director of Finance & Operations (DFO)
Department: CCS Administration
Full Time: 40 hours per week (full year)

Job Summary

The mission of Cary Christian School (CCS) is to provide students an excellent classical education founded upon a biblical worldview. The Information Technology (IT) Manager supports this mission by managing all aspects IT consistent with the CCS defined policies, practices, budget, and Board-approved Policy Governance Manual.

Specific Responsibilities

- Responsible for the management and support all CCS IT-related activities, projects, and systems. This includes support for CCS email, LAN, switches, internet, firewalls, wireless communications, cloud servers, laptop/desktop hardware/software, classroom intelligent whiteboard technology, facility security systems, telephone system, and mobile technologies.
- Primary contact with the school's IT service suppliers and vendors.
- Ongoing management of IT-related projects within agreed to and defined projects plans, schedules, and budgets.
- Work with the CCS DFO to define and implement the CCS Technology Plan.

Position Requirements

- BS in computer science, engineering, or related fields, experience, or certifications
- Proven working experience as an IT Manager or relevant experience
- Excellent knowledge of modern computer systems technologies, security, and management processes
- Ability to train individuals on computer-related end user level functions

Ideal candidates for employment will **embrace the school's mission, philosophy, and statement of faith**. Please send resume and cover letter to: humanresources@carychristianschool.org. Cover letters should include what draws you to apply at Cary Christian School, how your faith impacts your daily life, and how your education and past experience could be utilized at our school.