

**JOB VACANCIES  
2022-2023**

The International School of Düsseldorf (ISD) is a well-established, not-for-profit, progressive, K12 IB World School (PYP, MYP, DP), in one of the most desirable locations in Europe. We are an international community of learners who work together to inspire our students to be confident, creative, critical and compassionate thinkers. The school is accredited by both the Council of International Schools (CIS) and the New England Association of Schools and Colleges (NEASC).

The following position is open for applications for the current school year:

<b>Position:</b>	<b>IT Manager</b>
<b>Conditions:</b>	<b>Full time (37,5 hours per week)</b>
<b>Responsible to:</b>	<b>Director of Teaching, Learning &amp; Technology</b>
<b>Group:</b>	<b>Administrative Office Staff</b>

**The contract is initially limited for 2 years.**

**The Role:**

The IT Manager is expected to embody ISD's vision, mission, core values, competencies, and our definition of learning.

The IT Manager will bring leadership, support and advice to the International School of Düsseldorf's IT department, fostering high standards in department management, systems administration and technical support, aligned with the school's guiding statements. They will ensure that infrastructure, security, data systems and processes, hardware and devices support the seamless access to technology throughout ISD to deliver leading technology and learning in the context of the school's strategic plan.

The IT Manager will direct, develop and support a collaborative team of IT administrators, building on individual strengths to meet the technology needs of the ISD community. To this end, the IT manager works in conjunction with the Director of Teaching, Learning & Technology and the Director of Finance & Administration to develop and maintain the ISD technology services in support of the operational, instructional and learning technologies of the school.

**Key responsibilities:**

The duties of the position are as outlined in the job description.

**Qualifications and experience:**

- bachelor's degree in Information Technology, Computer Science, Information Systems, or a related field, or equivalent qualification
- full professional proficiency in English and German

- strong background in IT operations with demonstrated ability in regard to systems integration, IT hardware and software infrastructure needs, data services, database administration, network administration, and quality support structures
- two years prior successful leadership experience, collaboration, organization, writing, listening and communication; ability to foster an effective team environment and with an emphasis on client-level technical customer service
- experience in an education-based setting, understanding and enabling process and system optimization and integration
- effective verbal and written communication skills, incl. negotiations and communications with stakeholders
- system administration and experience with relevant systems: Operating systems (iOS, MacOS, Windows, Windows Server, Linux), networks, MS Active Directory, virtual networks & servers, firewall rules and regulations, GDPR/DSGVO, MDMs, school information platforms, accounting & personnel platforms, email & data storage (Google Workspace for Education)

### **Application procedure:**

- A letter of application no longer than two pages outlining your strengths as a candidate.
- A current CV
- A list of referees with contract details (name, company position, company, email address and phone number) for the last 10 years of employment
- A copy of your passport, residence, and work permit
- A copy of your degrees
- Applications should be submitted in one PDF file and addressed and sent to Mrs Marie Willis, HR Director Email: [application@isdedu.de](mailto:application@isdedu.de) Please include the title of the position you are applying for in the subject field of the email.

### **Closing date for applications:**

**03.01.2023.**

### **The school reserves the right to hire candidates before this date.**

*The International School of Düsseldorf is fully committed to the safety and protection of children. ISD's Child Protection Policy and safeguarding guidelines apply to all faculty, staff, employees, volunteers, and students who represent the school and who interact with children or young people in both a direct and/or unsupervised capacity. We follow thorough recruitment and vetting practices requiring all potential employees to provide professional references and criminal background checks. In accordance with our Child Protection Policy, employee candidates will also be asked to provide official criminal background checks from Germany and in previous countries in which they have lived.*

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