



Technology Applications Coordinator

Maranatha Christian Academy is committed to partnering with the school, home, and church in the education of students as they prepare to fulfill God's call on their lives. Through the provision of an outstanding school experience in academics, athletics, and the arts, Maranatha Christian Academy seeks to impart the values of wisdom, character, and service within each student. All employees of MCA have a ministerial opportunity to disciple students in a biblical worldview.

Application Category: Campus Services/Staff

Days/Hours: 12-month Employee

Job Classification: Non-exempt Employee

Direct Report: Superintendent

Position Overview

Maranatha Christian Academy is seeking a committed Christian educational leader who lives and works from a biblical worldview. The Technology Applications Coordinator works collaboratively with school administrators, staff, faculty, and students to ensure smooth technology operations through engaging with users to support their technology interface.

This position will manage a budget and work with administration to make recommendations for organization improvement.

Job Duties & Responsibilities:

- Work closely with the contracted IT firm to support the efficient operation of the school's servers and computers.
- Maintain the technology budget and support in the ordering process for needed software.
- Develop, implement, operate, monitor, and evaluate the technology plan, providing leadership for short- and long-range planning for all technology initiatives (vision, goals, plan objectives/strategies, infrastructure, training, evaluation, budgeting, and collaboration).
- Provide leadership in identifying hardware and software purchases, ensuring they are consistent with the technology plan.
- Work with administration to integrate technology in the ongoing instructional program for all curriculum areas by identifying strategies and materials, and by implementing activities for integration.
- Collaborate with faculty and staff to use technology applications as an integral part of the total instructional program.

- Maintain inventory of hardware and records of software licensing.
- Design an MCA specific certification program to support organizational learning and conduct training for staff members as needed.
- Provide timely resolution for computer problems for faculty, staff, and students. Ensure communication with the end user regarding resolution.
- Troubleshoot user issues such as logging on to computer systems, printing malfunctions, or routing error messages.
- Oversee technology student aides as chosen.
- Assist with special projects and other duties as requested by the superintendent.
- Maintain the IT help desk in the MCA Flight Centre.

Qualifications & Requirements:

- IT Trade school or one-year experience. The ideal candidate would have a bachelor's degree with courses supporting IT needs.
- Background in a variety of school applications.
- IT certifications helpful.

Physical Requirements:

- Ability to run, climb stairs, and facilitate work on the floor as needed.
- Ability to type for extended periods of time.
- Ability to stand, stoop, crawl, bend or kneel.