



Prince of Peace Catholic School Network Administrator

Prince of Peace is a Catholic school that educates students beginning at the age of 3 through 8th grade. Prince of Peace Catholic School is devoted to instilling strong Catholic values, fostering a life of faith and servant leadership, providing a challenging academic environment, and inspiring each student to shine to the fullest extent of his or her God-given potential.

Posting Date: March 31, 2021

Position Start Date: May 15, 2021

Location: Prince of Peace Catholic School, Plano, Texas

Position Summary:

The Network Administrator supports the faculty, staff, administration, and students in their daily use of technology. Responsibilities include managing the overall direction, integration, implementation, and maintenance of technology throughout the school. A successful candidate will have prior experience with network administration, experience in educational technology, and proficiency with Microsoft Office 365 and Apple devices.

Essential Duties and Responsibilities of the Position:

- Manage all campus network systems including servers, routers, switches, access points, wiring systems, security systems, audio-visual systems, workstations and peripherals, classroom computers, iPads, and student laptops
- Responsible for hardware and peripherals acquisition, deployment, troubleshooting, and maintenance
- Responsible for software/iOS app acquisition, installation, troubleshooting, and subscription renewals
- Manage POP FACTS SIS (RenWeb) account, troubleshoot issues, train faculty, staff, and parents
- Work with vendors to maintain product support
- Assist teachers in the development of a technology use plan for their classroom
- Maintain equipment rotation and replacement schedules
- Coordinate the allocation of technology funds

Knowledge, Skills, & Abilities:

- Strong expertise with typical school hardware (desktops, laptops and iPads, printers, interactive boards, document cameras, wireless adapters).
- Strong familiarity with typical school software (Microsoft Office Suite, Apple platform software, ClassLink, and web-based applications)
- Proficiency with Windows, Mac OS, and iOS operating systems
- Ability to analyze and resolve computer network problems
- Experience coaching classroom teachers in technology integration
- Excellent oral and written communication skills
- Solid work ethic with the ability to manage multiple projects/tasks at once
- Strong interpersonal skills to include the ability to work effectively with students, parents, and staff members
- Positive, professional, collaborative work style

- Eagerness to stay current on trends and developments in educational technology and emerging technologies by taking courses and attending technology conferences
- Self-starter who can work both independently and with supervision
- Willingness and ability to attend select after-hours school events and meetings
- Excellent judgment, discretion, integrity, and diplomacy
- Flexibility in a dynamic environment with an accompanying sense of urgency

Reporting to the Principal, we will look to our Network Administrator to:

- Represent POP at community functions regarding technology and media integration
- Serve as a resource for the President and Principal in planning and evaluating school technology
- Collaborate with technology representative from School Advisory Council regarding existing and future technologies
- Initiate or develop other programs relative to the job description
- All other duties and special projects as assigned by the Pastor/President/Principal

Performance of this job will be evaluated annually in accordance with the policies of the Diocese of Dallas and Prince of Peace Catholic School.

Education & Experience:

- Bachelor's degree in a relevant field
- 3+ years of experience in a similar role
- Training in Network and wireless administration as well as software use and application

We are open to learning more about your unique background that may contribute to meaningful alternatives to the above qualifications.

Salary: Commensurate with experience and competitive with local schools. Benefit package included.

FLSA Status (Fair Labor Standards Act): Exempt

Submit Letter of interest, current resume, including significant accomplishments to:

Mrs. Meghan Jones, Principal
 Prince of Peace Catholic School
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