



# ST. MARY'S HIGH SCHOOL

## Job Description

<b>Position Title:</b>	IT Coordinator
<b>Department:</b>	Office of the President
<b>Reports To:</b>	President
<b>FLSA Classification:</b>	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
<b>School Classification:</b>	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time (<30 hrs/week) <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal

### Job Summary

The IT Coordinator serves as the primary on-site administrator for the school's academic technology infrastructure, ensuring a reliable, mission-focused digital environment. This role manages the day-to-day technology needs of faculty, staff, and students, overseeing hardware, software, and local systems while collaborating with external technical partners to support the school community.

### Essential Job Functions

All employees at St. Mary's Catholic High School are expected to:

- Support and uphold the philosophy of Catholic education and the mission of St. Mary's Catholic High School.
- Act as a witness to Gospel values by modeling the teachings of the Catholic Church in their professional and personal conduct.
- Support and adhere to the Code of Conduct and policies and procedures of St. Mary's Catholic High School and the Diocese of Colorado Springs.
- Abide by the Confidentiality Policy set forth in the Diocesan Employee Handbook.
- Demonstrate professionalism in conduct, demeanor, and work habits.
- Maintain a work schedule that maximizes availability to the school, students, and staff.
- Maintain positive and cooperative relations with parents, students, and school personnel.
- Participate in professional development opportunities to remain current with relevant standards and practices.
- Maintain regular, reliable and predictable attendance.
- Perform any other job-related tasks deemed necessary and/or assigned by the Principal or their direct supervisor.

### Important Job Functions

All employees at St. Mary's Catholic High School are encouraged to:

- Collaborate with peers to enhance the work environment and support the overall mission of the school.
- Demonstrate a willingness to respond to individual needs within their scope of responsibility.
- Actively participate in the larger school community to contribute to a positive school culture.

## **Role-Specific Responsibilities & Duties**

### **Technical Support & Hardware Management**

- Student 1:1 Laptop Deployment: Manage the physical onboarding, tracking, inventory tagging, software imaging, and re-initializing of all student-issued laptops to configure them for use.
- First-Tier Technical Support: Serve as the first point of contact for staff and student hardware, software, and login issues. Manage the deployment of short-term loaner devices.
- Classroom & Office Equipment: Maintain and troubleshoot local network printers, Promethean boards, and standard office equipment. Perform initial hardware assessments for network routers and switches.
- VOIP Phone System: Manage the VOIP phone system setup, including routing numbers and voicemail administration.

### **Software & System Administration**

- Platform Configuration: Configure and manage the school's primary computer systems and educational platforms, including Infinite Campus, FinalSite, and Google Classroom.
- Account & License Management: Manage user accounts, permissions, and group drives for students and staff within Google Workspace for Education and Microsoft 365 environments. Track and manage software licensing.
- Acceptable Use Enforcement: Partner with the Principal to monitor compliance with the school's Technology Acceptable Use Policy (AUP).

### **Vendor Liaison & Compliance**

- IT Vendor Liaison: Act as the direct daily contact for the school's external IT Managed Service Provider (MSP). Escalate complex network, server, or hardware repairs to the MSP, and track open support tickets.
- Diocesan Compliance: Ensure all digital systems remain secure, private, and compliant with Family Educational Rights and Privacy Act (FERPA) laws and Diocesan Safe Environment protocols.
- Other Duties As Assigned: Actively participate in the community life of a small Catholic high school, including general staff rotations, such as occasional lunch monitoring, as requested by leadership.

## **Minimum Qualifications**

- **Education:** High School Diploma. Bachelor's degree in Information Technology, Computer Science, Business, or a related field, or equivalent specialized technical and operational experience preferred.
- **Experience:** 2 to 4 years of experience executing IT Help Desk coordination, database administration, or technical support, preferably within a school environment.
- **Technical Proficiency:**
  - Advanced skill in managing and configuring school databases (such as Infinite Campus, FACTS, or PowerSchool).
  - Mastery of Google Workspace for Education (including Google Drive and Classroom) and Microsoft 365 environments.
  - Proven capability in hardware configuration, software imaging, and troubleshooting for Windows, macOS, Chromebooks, routers, and switches.

**Knowledge, Abilities, and Skills**

- General: Knowledge of the basic teachings of the Catholic Church. Able to communicate effectively in both written and verbal form. Able to work well with others in the school community. Skill in handling multiple tasks simultaneously and prioritizing effectively. Skill in critical thinking and problem-solving.
- Administrative and Technical: Advanced skill in office software and systems, including Microsoft Office Suite (Word, Excel, Outlook), Google Suite, and database management. Knowledge of school-specific administrative procedures, including record-keeping, confidentiality protocols, and communication channels. Skill in operating standard office equipment (e.g., multi-line phone system, copier, scanner). Ability to perform accurate data entry and maintain organized filing systems.
- Interpersonal and Communication: Strong interpersonal skills to interact with students, parents, staff, and vendors in a professional, courteous, and helpful manner. Ability to compose clear, concise, and professional correspondence and communications. Skill in active listening and conflict resolution to handle inquiries and concerns with patience and diplomacy.

**Working Conditions & Physical Demands****Working Conditions:**

- Required to work in a standard office and school environment.
- Occasional nights and weekends may be required for school events, meetings, or special projects.

**Mental/Physical Demands:**

- Required to maintain composure and professional demeanor while managing multiple inquiries, requests, and deadlines.
- Ability to effectively de-escalate difficult phone calls or in-person interactions with parents, students, or vendors.
- Skill in navigating sensitive and confidential information with discretion and professionalism.
- Capacity to adapt to changing circumstances and unexpected demands with flexibility and a positive attitude.
- Required to manage high to moderate levels of stress inherent in a busy office environment.
- Ability to prioritize multiple administrative tasks and responsibilities.
- Required to sit for extended periods while performing computer work and phone duties.
- Required to stand, bend, stoop, reach, grab, and lift office supplies and equipment to a minimum of 20 pounds.
- Required to perform repetitive physical tasks such as computer keyboarding, data entry, and filing.
- Capacity for sustained mental focus and concentration for detailed administrative work, record-keeping, and communication.

**Ministerial Exemption****Ministerial Role and Responsibilities**

The employee serves as a minister of the faith, a position integral to the religious mission of St. Mary's Catholic High School. This role involves more than secular duties; it includes a direct and substantive role

in sharing the Catholic faith, upholding its values, and participating in the school's religious mission. This may include, but is not limited to:

- Integrating Catholic principles and values into the curriculum and all aspects of school life.
- Serving as a witness and role model of the Catholic faith in both professional and personal life.
- Leading or participating in prayer, liturgies, and other religious services.
- Providing spiritual guidance and faith formation to students and the school community.

**Employment Relationship**

By accepting this position, the employee agrees that their employment is religious in nature and that the school's hiring, evaluation, and termination decisions are based on both secular and religious criteria. The employee must act in a manner consistent with the teaching and values of the Catholic Church.

**Legal Acknowledgement**

The employee acknowledges and agrees that their role falls within the ministerial exemption as recognized by law. This means that, in certain matters, the school's employment relationship with the employee is governed by the principles of church autonomy and not by certain federal, state and local laws. The employee agrees that any employment disputes arising from this role will be resolved in accordance with these principles and the dispute resolution process of St. Mary's High School and/or the Diocese of Colorado Springs.

**Disclaimer**

This job description is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, technological developments, etc.).

All employees must adhere to the diocesan Code of Conduct and agree to represent the teachings of the Catholic Church when instructing or advising students, families, or other employees.