



Hammond School (Columbia, SC) seeks a qualified **Director of Information Technology**. This full-time, exempt position oversees all aspects of information technology and provides overall IT governance at the school. This position reports to the Chief Financial Officer. The successful candidate will have excellent demonstrated organizational, supervisory, and communication skills.

**Big Back Pack is assisting the school in recruiting candidates to be its next Director of Information Technology. For more information, contact Hacker Burr at [hacker@bigbackpack.org](mailto:hacker@bigbackpack.org).**



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#### **Essential Functions:**

- Consults with administration to determine scope and priorities of technology projects and to discuss system capacity and equipment acquisitions.
- Oversees the day-to-day operation of the School's network, servers, printers, databases and other equipment.
- Takes a leadership role in developing and implementing the school technology plan.
- Develops and implements annual technology hardware replacement cycle.
- Manages technical budgets, allocates resources, and determines appropriate project schedules.
- Performs yearly e-rate funding requests and works to maximize funding.
- Manages and performs routine maintenance of all servers, firewalls/web filters, HVAC system, student information system (SIS).
- Webmaster to develop strategies related to the web and to the health of the SIS.
- Develops a technology resource approach that can be easily accessed by teachers, students, and staff.
- Trains end-users on various software applications.
- Manages the administrative back-end of multiple server systems, ie:
  - o Active Directory servers,
  - o Cafeteria software server (Odin),
  - o Backup server (Lockstep),
  - o Helpdesk server (Spiceworks),
  - o Computer Management server (Admin Arsenal PDQ).
  
- Maintain multiples databases:

- o Blackbaud (EE, RE) and onProducts
  - o Active Directory,
  - o Office 365,
  - o Destiny Follett,
  - o PDQ,
  - o Naviance
  - o Copier management software (PageScope Data Administrator)
- Manages the overall acquisition of hardware and software and maintains accurate inventories.
  - Evaluates hardware, software, courseware for potential use in instructional or administrative areas.
  - Supervises school technology personnel.

**Qualifications:**

- Ability to communicate effectively with constituents across the entire school community.
- Ability to define problems and implement appropriate solutions.
- Demonstrated knowledge in managing hardware and software specific to the school.
- Previous supervisory and budgetary experience.
- Ability to multitask and work under pressure.
- Bachelor's Degree in Computer Science or related field

**Physical Requirements and Work Environment:**

- Frequently lift up to 30 lb. of computer equipment.
- Crawl under or around furniture to install computer equipment.
- Climb ladders and reach to install computer wiring and perform other tasks.

**To Apply:**

A completed application with the following materials should be addressed to Hacker Burr at hacker@bigbackpack.org:

- Resume
- Cover letter expressing interest and indicating suitability for the job
- Salary requirements
- Resume
- Names of three references and contact information

Hammond School provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.