

Job Posting

INFORMATION TECHNOLOGY (IT) MANAGER

Who we are:

The German International School Washington D.C. (GISW) is a leading international school in the Washington D.C. metro area. For 60 years, GISW has been teaching children from preschool through twelfth grade. Aside from being the first MINT-EC school in the USA, GISW offers a U.S. High School Diploma as well as a German International Abitur (DIA) to its students.

The German International School Washington D.C. is seeking an experienced Information Technology (IT) Manager for its bilingual Preschool to 12th grade school located in Potomac, MD. The position reports to the IT Director.

OPENING:

Immediate

GENERAL INFORMATION:

This position is full-time

DESCRIPTION:

- Responsible for installation, maintenance, and upgrade of IT systems, equipment, hardware, software and servers. Such systems and equipment include, but are not limited to computer and network related hardware and software, security system and all media related systems.
- Establishes and maintains network access for employees and guests
- Establishes and maintains email accounts for employees: discontinues accounts for former employees
- Manages IT assets (hardware, software and equipment); maintains inventory
- Hardware:
 - Responsible for installation, maintenance and upgrade
 - Responsible for minor repairs
 - Conducts regular maintenance checks on all equipment, including but not limited to power packs, toner replacement and Starboards
 - Responsible for regular maintenance, improvements and extensions of network servers
- Software:
 - Responsible for the installation, maintenance and upgrade
 - Conducts regular review of programs to determine continued use; removes programs as necessary

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| | <ul style="list-style-type: none"> • Responsible for network security • Responsible for training of staff on equipment as necessary. Recommends training as needs arise either on a whole school, departmental or individual basis. • Troubleshoots equipment problems for staff • Provides “help desk” and technical support services in a timely manner • Supervises IT staff • Participates in mandatory training • Special projects and additional duties as assigned |
| REQUIREMENTS: | <ul style="list-style-type: none"> • At least 5 years of relevant experience • Bachelor’s Degree from an accredited university in related field preferred • Excellent written and verbal communication skills • Familiarity with German culture and proficiency in German preferred • A track record of working cooperatively in a team • Highly organized with great attention to detail • Authorized to work in the U.S. for any employer |
| BENEFITS: | <ul style="list-style-type: none"> • Health, Dental and Vision Insurance • Personal Leave • Sick Leave • Paid Holidays • Employer paid Disability Insurance • Retirement Plan with generous employer match <p>*Benefits may vary depending on employment status*</p> |
| TO APPLY: | Please submit your application to jobs@giswashington.org . |
| | <p><i>The German International School Washington D.C. does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, marital status, age or disability in the administration of its hiring, educational policy, admissions, financial aid practices, or of its athletic and other school-administered programs.</i></p> |