

Technology Manager

Fuchs Mizrachi School seeks an experienced Technology Manager.

Fuchs Mizrachi School is a Modern Orthodox co-educational college preparatory day school serving the Greater Cleveland community and beyond. FMS offers a demanding slate of general and Jewish studies tailored to each student's individual interests and abilities and a robust program of co-curricular and extracurricular activities, from Early Childhood through High School. The school's current enrollment is over 500 students.

The Technology Manager is part database administrator, part resource manager, part hands-on IT support, with a healthy dose of project management thrown in. The Technology Manager is responsible for keeping the school's data systems working together, assisting departments and end-users to find and use the data they need, and specifying and/or developing new data systems as necessary.

Primary Roles and Responsibilities:

Database Administrator

- Directs the implementation of a complex database merger
- Manages the users and the data of integrated database – maintaining accurate data system inventory and the database relationship structure
- Facilitates new data system's integration in the functioning school's environment and assists departments with new data-related initiatives
- Responsible for the day-to-day and long-term integrity and accuracy of all student, faculty and development database systems.

Technology Strategist

- Envisions and implements an overall plan for the use of technology and provides leadership for the implementation of the School's technology initiatives
- In collaboration with line professionals, evaluates technology infrastructure and creates an operational plan to ensure it meets the needs of the School and its user community
- Has ownership of procurement, resource deployment and inventory management



- Develops and documents a helpdesk procedure manual and IT strategic plan
- Responsible for database supervision, data retrieval, report customization and analysis, policies and procedures, security and data quality control
- Plans and supervises internal and external database training of school personnel

Support Coordinator

- Using excellent intrapersonal, organizational and time management skills, communicates effectively with users who have varying degrees of comfort using technology
- Manages and troubleshoots hardware, software, networking and printing issues
- Prioritizes service requests and projects to minimize end user work interruption
- Provides technical curriculum assistance regarding hardware usage, software applications, computer technology and the general instructional use of technology in the classroom
- Tests the IT controls that occur during the school's audit

Required Qualifications:

- Bachelor's degree in computer science, information systems, or a related field or equivalent experience
- Minimum of five years of school database experience and proficient with Blackbaud including, but not limited to Raisers Edge and Education Edge
- Demonstrable strategic, analytical and problem-solving skills
- Ability to proactively anticipate data and information needs, challenges and solutions in an education environment
- Strong technical skills required – must be able to configure, diagnose and repair PCs and peripherals (such as printers and scanners)
- Must possess excellent customer service, verbal and written communications skills – the ability to communicate with all constituents, students, faculty and staff

Compensation is commensurate with experience.

