Mission: Chiang Rai International School (CRIS) aims to provide the highest quality education in a compassionate, safe and nurturing Christian environment. At Chiang Rai International School we strive at all times to promote: **C**onfidence **R**esponsibility **I**ntegrity **S**incerity

Vision: Chiang Rai International School (CRIS) was established in 2010. Our goal is to develop the whole child, intellectually, emotionally and physically, providing a solid foundation through Christian education for their life that will enable them to contribute to the local and international community with confidence, responsibility, integrity and sincerity.

Position: *Director of Information Technology*

Position:	Director of Information Technology	Status:	Full Time
Department:		Salary Range:	Depends on Salary Scale placement
Application Deadline:	Until the Position is Filled	Starting Date:	July 14th 2025
Reports to:	Deputy Head of School	Initial Contract:	2 years

This position provides the opportunity of working at a WASC accredited international school, managing small class sizes, and teaching academically motivated students from diverse cultural backgrounds. CRIS provides a generous amount of planning time to allow teachers to prepare classes and monitor student progress. The successful candidate will be working collaboratively in a positive and supportive department with well-qualified professional colleagues.

Position Overview:

The Director of Information Technology will lead the strategic planning, implementation, and management of the school's technology infrastructure, ensuring it supports the institution's educational goals and operations. This position oversees the integration, maintenance, and development of Learning Management Systems (LMS), Google Workspace for Education (Google Suite), the deployment and use of Chromebooks, and the enhancement of the school's admissions process through technology. The Director will ensure the smooth operation of IT systems while promoting innovation and digital transformation within the school.

Qualifications

The ideal candidate will have:

- A Bachelor's degree in Information Technology, Computer Science, or a related field (Master's degree preferred).
- Proven experience in IT leadership, preferably in an educational setting.
- In-depth knowledge of Learning Management Systems (e.g., ALMA, Google Classroom, Canvas).
- Proficiency in managing Google Workspace for Education, including Admin Console and its integration across the school.
- Experience in Chromebook management, including deployment, device maintenance, and integration with Google Workspace.
- Strong knowledge of networking, hardware, and software infrastructure.
- Experience managing IT teams and vendors effectively.

Preferred Skills and Qualifications

- Certification in Google Workspace for Education or related Google certifications.
- Knowledge of cybersecurity principles and practices to safeguard the school's data and IT systems.
- Experience in developing and implementing IT policies, including acceptable use policies for students and staff.
- Strong project management skills with the ability to lead multiple initiatives concurrently.
- Excellent problem-solving skills and the ability to provide innovative IT solutions for educational challenges.
- Familiarity with educational technology trends and a passion for integrating technology to enhance teaching and learning.
- Strong interpersonal and communication skills to collaborate with educators, administrators, and stakeholders effectively.

Major Job Responsibilities

1. **Strategic IT Leadership:**
   - Develop and implement a comprehensive IT strategy that aligns with the school's vision and goals.
   - Evaluate emerging technologies and recommend solutions to enhance the learning environment and school operations.
2. **Learning Management Systems (LMS):**
   - Oversee the deployment, maintenance, and improvement of LMS platforms to support teachers and students.
   - Provide training and support to staff in the effective use of LMS tools.
3. **Google Workspace & Chromebooks:**
   - Manage Google Workspace for Education, ensuring smooth operations and integration.
   - Lead Chromebook initiatives, including procurement, deployment, configuration, and maintenance.
4. **Technology-Driven Admissions Process:**
   - Oversee the integration and management of online admissions platforms to streamline the enrollment process.
   - Implement user-friendly systems for prospective families to submit applications, track progress, and communicate with the admissions team.
   - Provide data analytics to support admissions strategies and enrollment trends.
5. **Technical Support & Maintenance:**
   - Ensure the reliable operation of IT systems, including network infrastructure, servers, and hardware.
   - Supervise the IT team to provide prompt technical support to staff and students.
6. **Cybersecurity & Data Protection:**
   - Implement and monitor cybersecurity measures to protect sensitive school data, including admissions data.
   - Develop policies to ensure safe and ethical use of technology within the school community.
7. **Training & Development:**
   - Organize professional development for faculty and staff on integrating technology into their teaching and administrative practices.
   - Provide ongoing training on IT tools and systems for all stakeholders, including admissions staff.
8. **Collaboration & Communication:**
   - Work closely with the academic and admissions teams to align IT solutions with curriculum and enrollment needs.

- ○ Communicate IT policies, updates, and innovations clearly to the school community.
9. **Budget Management:**
   - ○ Plan and manage the IT department budget effectively.
   - ○ Oversee vendor contracts and procurement processes to ensure cost-effective and high-quality IT services.

This role offers the opportunity to shape and innovate the technological infrastructure of Chiang Rai International School, fostering a dynamic learning environment that prepares students for the future.