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

Information System Officer

Position:	Information System Officer	Status:	Full Time Employment
Department:	Thai Office Staff	Salary Range:	TBD
Application Deadline:	Until Filled	Starting Date:	
Reports to:	Head of School	Initial Contract:	

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.

Purpose of Job:

Chiang Rai International School (CRIS) is seeking a motivated and skilled **Information System Officer** to manage and support the school's information technology infrastructure. This position plays a crucial role in ensuring the efficient operation of IT systems, managing data, supporting staff and students, and advancing the use of technology in education.

Duties and Responsibilities:

1. **System Management and Maintenance**
   - Maintain and manage school IT systems, including the student information system, learning management system, and administrative software.
   - Oversee network infrastructure, server management, and hardware/software systems.
   - Ensure data integrity, backups, and security protocols are maintained.

2. **Technical Support**
   - Provide technical support for teachers, staff, and students, troubleshooting hardware and software issues.
   - Ensure classroom technology (projectors, interactive boards, computers) is functional and up-to-date.

3. **Data Management**
   - Manage student and staff data in compliance with data protection regulations.
   - Generate and provide data reports to support school operations and decision-making.

4. **IT Training and Development**
   - Train staff and students in the use of educational and administrative software.
   - Collaborate with faculty to integrate technology into the curriculum effectively.

5. **Cybersecurity and Compliance**
   - Implement and enforce cybersecurity measures to protect the school's IT assets.
   - Ensure compliance with relevant IT and data privacy regulations..

6. **Innovation and Strategic Planning**
   - Stay updated on emerging educational technologies and recommend solutions to enhance the school's learning environment.
   - Contribute to the development and execution of the school's IT strategy.

Qualifications & Skills:

Education:
Bachelor's degree in Information Technology, Computer Science, or a related field.

Experience:

- At least 2 years of experience in IT support, system administration, or a similar role.
- Experience in an educational institution is an advantage.

Technical Skills:

- Proficiency in managing network systems, servers, and databases.
- Knowledge of student information systems (e.g., OpenSIS, PowerSchool) is a plus.
- Familiarity with Google Workspace, Microsoft Office Suite, and other productivity tools.

Soft Skills:

- Strong problem-solving skills and attention to detail.
- Effective communication and interpersonal skills to work with diverse groups.
- Ability to manage multiple tasks and prioritize effectively.

Preferred Qualifications:

- Experience in education or working with international schools.
- Ability to speak and communicate in English and other World Languages