

Dresden International School (DIS) is a comprehensive school offering an all-day program. We offer an outstanding and continuous education from Preschool to Grade 12. The language of instruction and colloquial language is English. DIS aims to provide children and teens from throughout the world with an international education based on the International Baccalaureate program and philosophy. DIS sees it as its special task to promote understanding between different cultures and the individual talents of young people.

### **MISSION STATEMENT**

At Dresden International School, we are a diverse community that empowers innovative and collaborative learning. As learners, we are prepared to be multifaceted, self-sufficient individuals who contribute to society.

### **DIS Values**

Commitment Open-minded Compassion Integrity

## **Job Description**

# **INFORMATION TECHNOLOGY MANAGER**

### **Scope of the Position**

The Information Technology Manager provides dynamic, responsive, collaborative and forward-thinking leadership and management of technology systems and services to support the mission and strategic plan of the school. This includes the development, implementation, management and maintenance of all applications, infrastructure, security, networks, technology training, as well as comprehensive support for the teaching and learning activities of the staff and students. The IT Manager supervises the following staff: IT System and Network Administrator, Database Administrator, IT Technician.

**Reports to:** Director

**Works with:** IT Team, Director, Principals, Digital Learning Coordinator, Marketing and Development, GDPR Officer, Administrative Team

**Position:** Full-Time

## **Responsibilities:**

- Day-to-day management of IT staff, including task and project allocation, management of holiday and cover arrangements.
- Hold probationary and yearly performance reviews of IT personnel.
- Develop IT recruitment and retention plans.
- Introduce and manage IT team's training and professional development plans.
- Lead project management of IT projects that develop and implement an innovative and progressive whole school technology plan.
- Prepare and present reports on technology issues and the IT Department as directed by the Director and Principals.
- Work with the Digital Learning Coordinator to develop, plan and implement innovative, sustainable and cost-effective learning technology solutions.
- Work with the Digital Learning Coordinator to coordinate the BYOD and 1:2:1 device programmes.
- Work with the Digital Learning Coordinator, IT team and the school leadership team to ensure alignment between IT systems and the school's learning needs.
- Develop and communicate IT policies and procedures in alignment with the IT Works Agreement.
- Lead and report on regular IT department meetings.
- Recommend budget requirements to support the school technology plan.
- Manage the technology budget and relevant technology grants.
- Build working relationships with external organisations and suppliers.
- Work with the school leadership team and Database Administrator to identify student data management needs in the school, and develop processes to support those needs.
- Manage the IT Service Management System in line with ITIL standards.
- Provide Level 3 technical support for the IT Team.
- Manage G-Suite for Education.
- Work closely with the GDPR officer to ensure compliance.
- Ensure the safety and security of the schools' IT systems and data.
- Design professional learning for new and returning staff, where needed.
- Keep up to date with technology trends and professional development.

## **PROFILE:**

### **Education and Qualifications**

- Degree in Technology
- IT Service Management Qualification (ITIL preferred)
- Project Management Qualification, eg Prince 2, Agile etc. desirable
- Microsoft, Google, Apple certifications desirable

## **Work Experience**

- 3+ years IT management preferred
- In-depth knowledge of networking, security and data systems

## **Knowledge, Skills and Abilities**

- Able to build effective working relationships with team, staff and suppliers
- Able to manage ongoing activities related to strategic planning such as projects or development workstreams
- Effective written and verbal communication skills
- Strong intercultural competence and ability to work in a highly diverse team
- Excellent problem solving and analytical skills
- Professional working proficiency in English language
- Budgeting experience

**We are a safer recruitment school and all employees must adhere to our child protection policy.  
We are non-discriminatory and support diverse recruitment.**

In order to be considered, applications must contain the following and be submitted as a single PDF file (please name the position you are applying for in the header of your email):

- Letter of interest, outlining the strengths and attributes you bring to this position
- CV
- copies of degree(s) and/or certificate(s)

**Please submit your application or inquiries to Mrs. Kathleen Werling ([career@dresden-is.de](mailto:career@dresden-is.de)). The school uses personal data only for the purpose intended. Application deadline: February 3rd, 2023.**

Data is kept confidential within the school administration and not shared with third parties beyond the school. This consent can be withdrawn at any time.

**[www.dresden-is.de](http://www.dresden-is.de)**