

Job Description

Information Technology Manager

Report to: Head of Organization



Role:

1. Maintains and implements the information technology plan for operations, making decisions that are aligned with Japanese law, board policy, organizational policy, contracts and license agreements, and best practice.
2. Sets up and maintains an organization-wide computer network system, servers, and software, in part by:
 - a. Maintaining and administering an information security management system, inclusive of administering student and employee accounts.
 - b. Troubleshooting computer malfunctions and software concerns everywhere in the organization.
 - c. Arranging for the replacement or repair of malfunctioning equipment.
 - d. Monitoring the relationships between the organization and computer hardware and software companies.
 - e. Ensuring the timely and appropriate purchase of necessary hardware, software, or services.
3. Enhances the organization's capacity to carry out its mission and vision by:
 - a. Training employees (upon request) on established procedures and best practices for IT, security, and privacy.
 - b. Providing input upon request to the leadership team on matters that have an IT/security component.
 - c. Participating in divisional technology committees, upon request.
 - d. Researching, identifying, and proposing best practices (including technologies, systems, and policies) for operations and, upon request, for divisions.
 - e. Providing website technology support.
4. Provides and participates in ongoing professional development.
5. Supports a safe, healthy, nurturing learning/working environment to help students and employees to thrive.

Expectations:

- Meet or exceed board-mandated qualifications.
- Complete additional duties as assigned by supervisor.
- Full-time, inclusive of additional duties.

Parameters: All work is to be done in accordance with:

- Leadership Team policies, plans, procedures, and practices.
- Board policies.
- Japanese law