



Title: Technical Director
Reports directly to: Head of School
Date Created: Winter 2022
Parameters of Employment: At-Will
Employment Status: Salary Exempt
Application Due Date: Open until filled

Position Overview:

Like all Calvin employees, the Technical Director is expected to faithfully employ his/her God-given gifts (i.e. Romans 12:7) to contribute to the mission of Calvin Christian School:

The mission of Calvin Christian School, in cooperation with the home and church, is to teach the whole child from a biblical worldview, founded in the Reformation, providing children from Christian families with an excellent education for a life of Christ-centered service.

The ideal candidate for the CCS Technical Director position is someone with experience and expertise in two unique technical areas:

- Information technology (IT) – i.e. management of networks, computers, storage, student information system (SIS) databases, learning management systems (LMS), firewalls, display systems (i.e. doc cams, projectors), communication and security (i.e. internet phone systems, security cameras), etc.
- Production technology – lighting and sound design for various productions (e.g. concerts, musicals, ceremonies, etc) as well as other misc theatrical production tech; video streaming, etc.

The Technical Director will manage direct report employees and contractors who work with Calvin to help cover all the technical needs of our program, which can extend beyond reasonable working hours for a single employee. Thus, the ideal candidate will have solid skills in planning and management of a team.

To begin the application process, please complete the following steps:

1. On-line [General Employment Application](#),
2. E-mail the following **required documentation** to hr@calvinchristian.school :
 - a. Cover Letter
 - b. Résumé detailing experience as well as training and licensing
 - c. 3 letters of recommendation (one from a pastor who knows your Christian faith and at least two from trusted authorities who are able to attest to the quality of work and extent of experience in both IT as well as Production Technology)

Pay Range: Salary range: \$62,400- \$75,000

Hours: Flexible combination of school-day hours (Aug-June) : 7:30AM - 3:30PM plus in conjunction with managed consultants, evening productions throughout the school. No Sundays.
Summer (June-August) : 8hrs/day varies somewhat by campus projects.

Benefits Offered: Health, Dental, Vision, 403b, & Life Insurance. As well as sick leave and vacation.

Other benefits: Staff are encouraged to enroll their school-age children at Calvin Christian School, as such there is generous tuition support. Like all jobs on campus, this is an ideal position for a person who desires a “front-row seat” to their own children’s Christian educational experience, pre-school through 12th grade.

Spiritual Requirements:

- As a Christian School, we require our employees to be a professing believer and follower of Jesus Christ as his/her Lord and Savior.
- Per Calvin’s mission (and constitution), staff are expected to be
 - Faithfully involved via attendance and service at a reputable Christian church (per Calvin’s Constitution, ideally members in good standing at a confessionally reformed church, e.g. URC, CRC, PCA, RCA, OPC)
 - Fully In-line with Calvin Christian School’s Mission Statement, and be fully in-line with and sign our “Faith & Life Covenant.” Copies available upon the offering of an interview

Required Qualifications:

- Proven training & experience in the field of Information & Technology (ideally in an educational/church setting)
 - Google Admin knowledge (desire to be fully trained)
 - Management of Student Information Systems (SIS) & Learning Management Systems (LMS)
- Proven experience and developing expertise & strong interest in production technology (sound & lighting design, video, stage craft, etc)
- Ability to work productively on a team (i.e. with theatrical artistic production staff, teachers, admin, etc)
- Experience and knowledge of live-streaming.
- Strong interest in Christian Education
- Must be authorized to work in the U.S.
- Desire to live and work in [North County San Diego, CA](#)

Preferred Qualifications:

- Degree in IT and/or Technical Stage Craft
- IT Certifications (i.e. <https://www.comptia.org/> or https://grow.google/certificates/it-support/#?modal_active=none)
- Google Education Suite Network Administrator training, or strong desire to obtain (i.e. https://edu.google.com/intl/ALL_us/training-support/setup-guides/google-workspace-for-education/)
- Sound and lighting technical director for 5-10+ productions.

Job Description for the Technical Director:

1. Maintain the health of all IT systems (e.g. internet, firewalls, network, printers, internet phone system, projectors, document cameras, etc)
2. Run and/or oversee day-to-day audio-visual production (from Chapels, student life events, evening productions, etc)
3. Serve as the primary resource to staff and students experiencing problems with devices and connectivity.
4. Manage upper school Chromebook inventory
5. Teacher and staff technology training.
6. Serve as a member of Board Tech Task Force to support Ed-Tech strategic planning
7. Create a written plan for summer work projects
8. Record/stream key events
9. Manage record libraries

10. Serve as Tech Director for all theatre tech for Calvin's major productions (i.e. musicals, concerts and all-campus events such "Grandparents' Day")
11. Putting together lighting & sound packages for mobile event (e.g. school retreats)
12. Train and advise upper school technical "Club" (also train and work with parent volunteers)

Physical Demands:

The working conditions and physical demands of this position will be those that must be met to successfully perform the essential duties of the position. The physical abilities involved in the performance of essential duties are:

Lifting and carrying heavy materials of up to 50 lbs, furniture, equipment, and tools; climbing, crawling, and stooping to reach work; manual strength and dexterity to operate tools and equipment, and pull, push or manipulate heavy objects against resistance; work outdoors in temperature extremes and inclement weather; work aurally, vision to computer screens, written materials, blueprints, and diagrams; speech and hearing for in-person and telephone communications; a sense of smell to detect abnormal conditions such as smoke and odors associated with malfunctions and leaks. This work is performed in outdoor, shop, and office settings. The individual also must be able to walk, sit, kneel, crawl, carry, push, pull and participate in activities indoors and outdoors as needed in an environment with children and adults. *Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Required Documents for Employment:

- Complete applications documents (see above)
- Must be in good standing with the law as well as current and/or past schools/organizations
- Valid, negative TB test result (4 years)
- LiveScan (fingerprinting)-- FBI and DOJ clearance to work in an educational setting



*"Inviting students to be formed by God's Love in Christ,
for a life of wonder, worship, work and wisdom."*