Information Technology Manager
Job Description

Are you interested in an IT Career opportunity with a local school district? Wayne Highlands School District is seeking an I.T. (Information Technology) Manager. The ideal candidate will have a wide range of Windows Server (2019/2022/2025), Microsoft Office, and Virtualization skills, networking and administration of systems in a 2500+ user environment. The individual we are seeking must have a strong attention to detail and have a high degree of accountability.

Essential Duties:

- Has technical knowledge and industry experience to evaluate vendor products and solutions in order to recommend them to the Director of Technology.
- Maintain technology solutions utilizing best practices. Install, configure and manage enterprise applications and their functions according to specifications.
- Maintain and actively monitor organization's data center and virtualization environment.
- Maintain and monitor organization's helpdesk ticketing systems, creating workflows for automated procedures and processes.
- Provide a second level of support to the internal helpdesk.
- Ensures security and privacy of enterprise systems and organizational data.
- Troubleshoot to identify and resolve problems promptly.
- Administer Active Directory for User, Group Policies, Powershell, DNS and DHCP.
- Have a strong knowledge in Cisco Networking, VLANs, including CAT6 and fiber.
- Have a strong knowledge in Firewall systems and administration.
- Experience in Windows 11, Apple ecosystem, and Linux computer systems.
- Knowledge and experience in alarm systems, card swipe systems, and phone systems.
- Maintain documentation of system configurations.
- Maintain district wide printer fleet.
- All other duties as assigned by the Director of Technology.
- Reports to the Director of Technology.

Requirements:

- Bachelor's degree in Information Technology or related field preferred.
- 5+ years of relevant experience preferred
- 2+ years of experience in virtualization servers.
- 2+ years cloud experience in Microsoft or Google Environments.
- 2+ years of experience in infrastructure/network environments.
- Knowledge of various software and hardware platforms, including but not limited to Microsoft systems (Windows 11 & Server 2016+, Office, AD and group policies, Windows PowerShell, WSUS, KMS), VMWare vSphere, Proxmox, Help Desk Ticketing and workflows, System and Data Backups, enterprise Web-Filter and firewalls.

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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the essential job functions of this position, the employee is regularly required to sit, stand, talk, hear, walk, use hands and fingers, handle or feel objects, and reach with hands and arms. At times required to climb ladder, stoop, kneel, bend, crouch and lift up to 50 pounds. This position requires regular use of a computer both Windows PC and Mac.

Complimentary Benefits Include:

- Dental insurance
- Medical Flexible spending account
- Health insurance
- Life insurance
- Sick Days
- Strong Retirement Package
- Tuition reimbursement
- Vacation Days
- Vision insurance

Compensation:

- Based on experience and knowledge of the subject material.

Posting and Deadline:

- Deadline: Wednesday, April 30, 2025
- Please send resume and cover letter to:
  Timothy Morgan, Assistant Superintendent of Schools via tmorgan@whsdk12.com