



OAKLAND MILITARY INSTITUTE COLLEGE PREPARATORY ACADEMY

3877 Lusk Street | Oakland, CA 94608 | 510 594 3900 | oakmil.org

Job Description: Director of Information Technology (IT) and Grant Development

Classified: Exempt

Work Year - 260 Days

SUMMARY DEFINITION

Under the direction of the Superintendent and Chief Financial Officer, this position performs analytical, highly complex tasks in support of the Oakland Military Institute – College Preparatory Academy (OMI) technology functions; provides leadership and direction to users and maintenance to various OMI systems hardware and software applications; provides leadership and direction regarding instructional or business system applications; and assists in the creation of end-user computing policies, procedures, and standards.

ESSENTIAL DUTIES/ RESPONSIBILITIES

Information Technology Management

- Lead technology staff team, providing training and upskilling opportunities for team members.
- Oversee annual and long-term technology budgeting, making recommendations to CFO, school leadership, and Board of Directors. Manage purchasing of budgeted items. Lead and finalize inventory system for technology devices and software contracts.
- With the technology staff team, make recommendations for the technology program at the school, including software, hardware, professional development and policies.
- Continue to oversee documentation, ensure that tech staff is maintaining current documentation.
- Train staff and faculty on the use and operation of devices and applications.
- Helping as needed find support staff, interns, for the school's technology team.
- Make recommendations for the wifi replacement project (expected in 2025-2026 school year).
- Provide hardware engineering expertise to analyze complex hardware systems, hardware design, architecture, and other technical hardware issues to ensure that problems have been properly identified and solutions will satisfy the users' requirements.
- Proactively address technology issues in OMI departments.
- Assist in the creation of end-user computing policies, procedures and standards that ensure overall conformance with OMI's objectives.
- Attend professional development activities for school staff.
- Assist with creating, validating, testing, and managing student and staff device images and configurations.



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- Provide hands-on technical support, installations, diagnostics, and troubleshooting of computing devices and related peripherals for all aspects of OMI end users' needs.
- Research and provide expertise on integration of third party software and tools for all OMI computing devices.
- Assist with setup and support for state testing sessions at school sites as needed.
- Maintain and update technical skills as provided by OMI and embrace self-directed learning to provide value to the organization and team.
- Operate in high stress/demand environments to provide real-time remote support to urgent requests from users across OMI.
- Actively participate in Technology Services meetings for information sharing and training.
- Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices.
- Participate in central technology summer upgrades consistent with employment duties.
- Perform other related duties as assigned.

Grant Development

- Pursue grant funding aligned with the mission and capacities of the school, including dual enrollment, career technical education, and technology grants. These may include Golden State Pathway Program funds, CTE Incentive Grants, K12 Strong Workforce Program funds, eRate funding, and others. Pursue in-kind grants and donations to support dual enrollment, CTE, technology programs, and other aligned school programs.
- Maintain record for all grants in the portfolio, and ensure the school is prepared for documentation requirements, tracking, and reports.
- Under the direction of the Superintendent, develop and maintain defined expectations regarding College and Career Pathways across OMI's grade 6-12 program.
- Foster strong relationships between internal and external stakeholders, including community college and higher education partners, and representatives from industry.
- Create a vision for a CTE/ career pathway program that is sustainable by OMI.
- Attend professional development workshops, training sessions, and professional association meetings and conferences related to information technology to stay current with state-of-the-art methods and practices.
- Coordinate professional learning opportunities in this domain.
- Lead grant-funded pathway development in any awarded Golden State Pathway Program grants, including computer science implementation grant and a data + climate planning grant.



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QUALIFICATIONS

The Oakland Military Institute – College Preparatory Academy (OMI) determines whether a candidate is qualified based on fulfillment of prerequisites, relevant work experience, ability to perform the essential functions, reference checks, effective interpersonal and communication skills demonstrated by interview performance and/or writing samples, and achievement on performance-based assessments (if applicable) that demonstrate the candidate possesses the requisite knowledge, skills and abilities. Meeting the prerequisites only satisfies the initial screening process and does not indicate the candidate is qualified to perform the essential functions of the position.

Knowledge of:

- Troubleshooting devices such as computers, printers, tablets, networks, and smartphones; skilled at determining troubleshooting strategies and resources.
- Configuring and setting up PC, Mac, iOS, and Chromebook devices.
- Working and troubleshooting in Windows, MacOS, iOS, and Chromebook environments.
- Microsoft OS deployment technologies in a wide area network.
- Apple deployment technologies such as Apple School Manager, device enrollment program, and volume purchasing program.
- Understanding of current Microsoft, Apple, and Chrome operating systems and user-impacting changes among versions.
- Various application suites for the Windows and Macintosh environments including web access and use applications.
- Networking: TCP/IP, network printing, wireless and industry terminology to accurately capture information.
- Capabilities and limitations of computing hardware, operating systems and applications.
- Operating and security requirements of technology equipment for computers, tablets, smartphones, and other technological equipment.
- Record-keeping and diagnostic techniques.
- Inventory methods and practices.

Ability to:

- Work in Google Drive and Gmail.
- Use and troubleshoot MS Office, Adobe, Chrome, virus protection, educational, and various other software applications used at OMI.
- Use and troubleshoot hardware and software to support devices in a corporate environment.
- Be highly detail-oriented.



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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand the change process and effective approaches to facilitating change.
- Accurately maintain records and prepare reports related to assigned activities.
- Provide input to creative solutions to technology despite minimal resources.
- Establish and maintain effective working relationships among diverse groups of OMI staff and the community across race, ethnicity, religion, gender, class, and sexuality.
- Understand and follow oral and written directions.
- Organize resources, establish priorities, and meet timelines.
- Work in high stress/demand environments and handle urgent requests.
- Work confidentially and with discretion.
- Correspond professionally and promptly with OMI co-workers and management verbally and in writing.
- Actively participate in meetings.

EXPERIENCE AND EDUCATION

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience: Any combination of education, training and/or experience equivalent to an associate's degree in computer sciences, information systems or technical training/equivalent work experience or other professional technical qualifications and four years of experience troubleshooting hardware and software in a multiuser, multi-OS environment.

Education: Master's degree in computer sciences, information systems or technical training.

A minimum of two of the following professional certifications or equivalent required: A+, N+, CWNA, ACMT, BICSI ITS Technician, HP Technical Certification experience (including certificated experience) may be substituted for certification at the discretion of the Superintendent.

OTHER REQUIREMENTS

Physical Requirements: Consistent mental alertness; sitting or standing for extended periods of time; lifting, carrying, pushing, and pulling objects up to 30 pounds, occasionally 30+ pounds; bending and twisting at the waist; reaching overhead, above the shoulders and horizontally; dexterity of both hands and fingers while performing duties; seeing to read, write and use the computer; hearing and speaking to exchange information in person or on the telephone and to make presentations.



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Personal Qualities: Appearance, grooming and personality that establish a desirable example for students.

Oakland Military Institute – College Preparatory Academy is an Equal Opportunity Employer. We do not discriminate on the basis of race, color, gender, handicap, age, religion, sexual orientation, or national or ethnic origin. We actively strive to build a diverse and experienced team of educators. Reasonable accommodations are made under the Americans with Disabilities Act as required by law.