

Job Description Beijing City International School

TITLE: IT Trainer & Data Administrator

QUALIFICATIONS:

1. Minimum of Bachelor's degree in Systems Engineering, Computer Science, or related field.
至少计算机相关本科以上学历。
2. Deep functional knowledge of various student information systems.
学生数据库系统运维经验。
3. Strong application development and data integration skills across multi-systems and multi-platforms.
跨系统跨平台应用开发与集成经验。
4. Strong grasp of security principles and how they apply to business applications.
熟悉计算机系统安全管理规范。
5. Strong communicator in English; ability to communicate in Chinese is a plus.
中英文沟通能力强。
6. Experience in teaching and leading professional development in Educational Technology.
有教育行业专业开发经验。
7. Experience with Network Management preferred.
最好有网络管理基础。
8. Three years' successful experience with data development, design and implementation.
三年数据库开发、设计、实施经验。
9. Minimum of Bachelor's degree in Computer Science, database related certifications as an advantage.
有数据库相关专业证书。

REPORTS TO: IT Manager

JOB GOAL:

1. To provide expertise in the application development, coordinate the professional development plan for engaging technology in BCIS and support in network management, as well as other assistance in all aspects of technology for BCIS/YERI.
利用专业知识开发系统应用, 协调学校 IT 专业发展计划, 支持网络管理以及 BCIS / YERI 技术各方面的其他帮助。

RESPONSIBILITIES:

- a. Co-contact for the implementation of data solutions such as the Student Information System, e-learning platforms and admission systems.
和数据库管理员一起共同实施数据解决方案，如学生信息系统，电子学习平台和录取系统。
- b. Regular exposure to learn and understand user's (teacher, staff) requirements to propose, develop and lead training modules for all staff members.
定期接触并了解用户的要求，为所有教职员提议、开发和领导培训体系。
- c. Coordinates the development and implementation of IT solutions, including periodic evaluation and recommends modifications as needed.
协调 IT 解决方案的开发和实施，包括定期评估和建议根据需要进行修改。
- d. Support in the management of BCIS infrastructure and application systems.
支持 BCIS 基础设施和应用系统的管理。
- e. Connects with IT manager in a regular basis to support school initiatives. Requests to work on projects during downtime.
定期与 IT 经理沟通以支持学校计划。
- f. Performs other duties, which may be assigned by the leaders.
履行由领导指派的其他职责。

Job rotation and team work:

- a. Substitute other IT engineers in case any short-term absence. It may relate to networking or Windows server management.
临时代理其他团队同事岗位。

Others:

Performs other duties as directed by leaders that may not inconsistent with the qualifications and skills required for this position.

完成领导交给的其他任务事项。

WORK YEAR: Salary to be established by Head of School with approval of Board.

EVALUATION: Performance of this job will be evaluated by the _____ in accordance with Board Policies and Protocols.

NOTE: The above job description reflects the general requirements necessary to describe principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of the work requirements that may be inherent in the job, either at present or in the future.