

JOB TITLE & GOAL:

The Technology Support Specialist shall maintain and support desktop/laptop computers, peripheral hardware and other classroom technologies for the educational and administrative needs of the district. Also, this person will be crucial in the selection, deployment and management of the next generation student information system and related hardware needs, when the school is ready.

PERFORMANCE RESPONSIBILITIES:

1. Work in collaboration with the technology team including Principal, Consultants, Technology Committee and others to ensure ongoing communication in support of the administrative and educational goals of the school.
2. Provides maintenance, repair and end user support for desktop, laptops, projectors, access control systems, surveillance systems, audio/video and other network peripherals.
3. Performs installations and upgrades of desktop and network software.
4. Maintains and repairs printers, as well as purchasing printers and printer supplies.
5. Manages desktop and laptop replacement cycle including the purchase of PCs and peripherals and other classroom technology assets.
6. Serve as a resource to the Technology Committee. Will develop budgets in accordance with the school technology lifecycle policy.
7. Assists network administrator as needed in support and maintenance of network infrastructure and provides primary network support in the absence of the network administrator.
8. Acquire as needed any schooling or hands-on training as is associated with the advancements made in respect to technology needs.
9. Oversee user and data management of all online testing software.
10. Advise Technology Committee on selection of next generation of student information systems and related deployment and management of hardware and wireless support for the selected platform.

REPORTING & PAY:

1. This position will report directly to the Principal.
2. Hours of employment and compensation are negotiable.
3. Please send resumes to Principal James Lower. jlower@cducation.org

Job offer is contingent on the successful passing of the mandatory background screening and completion of the VIRTUS "Protecting God's Children" course.