



Belmont Day School is a pre-kindergarten to eighth grade independent school founded in 1927 by a group of parents committed to providing children with an excellent foundation and many opportunities for creative expression. Our six values of honesty, caring, joy, responsibility, respect, and excellence permeate the culture for adults and children.

G SUITE FOR EDUCATION ADMIN / IT SPECIALIST

The G Suite for Education Admin / IT Specialist is responsible for all aspects of the school's G Suite environment, including Chromebook device management and support. The position also provides database design and reporting support for the school's student information system. This position also serves as the technology liaison to the parents' association (PA). Reports to the director of technology and collaborates with faculty, administrators, division heads, and parents. This is a full-time 12-month exempt position with benefits.

Responsibilities

Google Suite for Education Administrator

- Administer the domain, organization, users and groups, including security settings, access permissions, and matriculation for G Suite and Google Vault
- Administer third party add-ons including Hapara Teacher Dashboard
- Chromebook device management
- Google App service administration
- Design, development, and scripting of Google sites
 - Faculty sites including the coordination of all-school communication
 - Support the design and development of a parent site in BDSG
 - Google Scripting around sites and requests including event requests tracking and matriculation

IT Specialist

- Help Desk
 - Tech requests (e.g., projection, printing, wifi, database) and matriculation
 - Device management, maintenance and matriculation, including all student devices
 - Hardware and software training and support
 - Security/anti-virus training and support
- Database Support
 - Support school-wide and departmental database initiatives to improve work flow including:
 - BDSIS (FileMaker student information system) including training
 - Student reports including template generation and faculty training
- Technology department
 - Collaborate on strategic initiatives and provide support of ongoing evaluation of the school technology plan, including the scope and sequence, and make modifications as needed
 - Purchasing, installation, and logistical support of hardware and software to teachers to promote their effective use of technology in the educational setting (laptops, handhelds, printers, projectors, etc.)

Parents' Association Liaison

- Training and support for the parents' association clerk/liaison in BDSG
- Create help documents for BDSG, Typing Pal, and other student applications

Qualifications

- B.S. Computer Science and/or 5+ years of experience in a school setting
- Extensive experience with G Suite for Education administration
- Programming experience including Google scripting and Google Apps Manager (GAM)
- Experienced computer user and knowledge of troubleshooting methods
- Experience with databases, FileMaker a plus
- Effectively relates to faculty and students and works in collaboration with others
- Ability to make a calculated risk in hopes of achieving success
- Excellent communication skills, oral and written
- Demonstrates initiative, flexibility, leadership, and organizational skills
- Demonstrates discretion in all school interactions

Please submit a cover letter specific to this position along with a resume to careers@belmontday.org. Materials must be received by 2/5/18.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.