



**Position:** Educational Technology Specialist

**Reports To:** Director of Technology & Educational Technology

**Position Type:** Full-Time; Non Exempt;

Established in 1920, Bentley School is a K-12 coeducational, independent day school located on two campuses in Oakland and Lafayette. Bentley is an inclusive community that shares a vision of transformational learning and respect for the individual. Bentley seeks an Educational Technology Specialist at the Lower & Upper School campuses in Oakland and Lafayette.

### **Responsibilities**

Responsibilities for this position will include, but are not limited to:

- Supporting teachers and students with projects both in and out of the classroom.
- Developing and teaching hardware and software skills to both students and teachers.
- Collaborating closely with the Directors of STEM, ROV Club, and Technology.
- Supporting ROV at the Upper School.
- Assisting with teaching of students related to digital tools.
- Supporting Technology and Entrepreneur Clubs.
- Teaching one elective per trimester.
- Providing help desk support for over 700 students, teachers, and staff.
- Creating documentation and how-to guides.
- Diagnosing and repairing hardware and software as needed.
- Facilitating repairs with third party vendors and monitoring warranties.
- Supporting users with Blackbaud suite, Google Apps for Education and other systems.
- Troubleshooting occasional classroom AV technology.
- Providing multimedia setup and support for special events including school assemblies and special events.
- Installing, configuring, troubleshooting, and maintaining Mac OS laptops, iPads, other peripherals, software, network services, and campus technology systems, including printers and AV.
- Maintaining accurate databases of hardware inventory, hardware maintenance, and software installation.
- Managing equipment checkout system, including loaner cameras, audio systems, and other.
- Processing new devices and distributing them to teachers and staff.
- Documenting installation and configuration.
- Helping to evolve and maintain collaborative and innovative technology lab.
- Creating/updating software images for school.
- Attending department and school meetings.
- Representing the Technology Department at school events.
- Supporting audio/video needs for special speakers and events.



### **Qualifications**

- Google Certified Educator or Innovator. (Preferred, but not required.)
- BA/BS in Technology or Teaching related field.
- At least 3 years of teaching experience.
- Apple Certified Macintosh Technician (ACMT; Preferred, but not required.)
- Excellent oral and written communication.
- Highly proficient with Apple OS 8+, iOS, Adobe Creative Cloud, Google Apps for Education, Microsoft Office, Epson SmartBoard, 3D Printing, Oculus Rift Virtual Reality.

### **Physical Requirements**

- Ability to climb a ladder to service classroom projectors and similar.
- Must be physically able to lift up to 50 pounds.

Bentley School is an equal opportunity employer and seeks rich diversity among faculty and administration. The School offers competitive compensation and benefits.

### **How to Apply:**

Please email letter of interest, resume, and the names and contact information of three references to: [techjobs@bentleyschool.net](mailto:techjobs@bentleyschool.net). Include *Educational Technology Specialist* in the subject line.

No phone calls please. For more information about our school, visit our website at [www.bentleyschool.net](http://www.bentleyschool.net)