TECHNOLOGY SUPPORT SPECIALIST

Position type: Full time, exempt
Hours: Monday-Friday, 8:00 a.m. - 5:00 p.m. (unless otherwise specified)
Reports to: Director of Technology

Position Summary:
The Technology Specialist oversees the major software and hardware infrastructure of Sycamore School, managing the school's databases and supporting projects such as creating schedules, enrolling students, publishing report cards and creating announcements on Sycamore's public webpage.

Responsibilities:
- Network infrastructure and support
- Provide support to entire school community for technology issues
- Phone system support
- MacBook Air, Chromebook, iPad, Apple TV support, training
- Google admin support & training
- General technology troubleshooting
- Printer and printer server support
- Theater sound and light *basic* support
- Experience or strong interest in live streaming events
- Attend workshops and other professional development opportunities to continue to grow professionally
- Other duties as assigned by the Director of Technology

Qualifications & Requirements:
- Bachelor's degree from an accredited college or university
- Knowledge of Apple and Chromebook hardware is *highly* preferred.
- Experience working with a school information system is *highly* preferred
- Capability to develop and maintain positive working relationships with Sycamore community is a must

Application Instructions:
Apply online at https://www.sycamoreschool.org/about/careers

Please complete the online application and attach a cover letter, resume, list of 3-5 professional references and copies of degrees and licenses (if applicable).

No phone calls or walk-ins will be accepted for this position.