IT Manager
French American School of Princeton–NJ

About the Position

Join the French American School of Princeton (FASP) and play a vital role in supporting the exceptional bilingual, multicultural education offered at the school. FASP is seeking a dynamic, skilled, proactive IT Manager to ensure that its nurturing and creative learning environment thrives. If you're passionate about technology's role in education and want to contribute to a close-knit, international community, you are encouraged to apply. This is a full-time position, reporting to the Head of School, and serving as a member of the school's Leadership Team.

About the School

Founded in 2000, the French American School of Princeton is an independent, non-profit, coeducational day school serving 173 students in grades PK–8. FASP's bilingual and multicultural program blends French and American teaching methods to foster curiosity, critical thinking, and a lifelong love of learning. With students representing more than 30 countries and speaking 20 languages, FASP prepares graduates to be fluent in French and English, to think independently, and to thrive anywhere in the world.

Responsibilities

School Website

· Collaborate with the Marketing department on the website changes and updates as needed.
· Support the ongoing development and implementation of the school's website, as needed.

Information Technology and Data Management

· Provide guidance to the school administration on the implementation of technology and data management strategies.
· Evaluate, recommend, and manage software. Prepare for future software purchases, renewals, future implementation, and system upgrades.
· Oversee and maintain the student information system (Rediker) and Google for Education Workspace.
· Coordinate and manage the school's databases, ensuring smooth operation and integration with other school systems.

· Coordinate and ensure the accurate submission and extraction of data for school, state, and federal reporting and compliance.

Faculty, Staff, and Student Training and Support

· Train and support teachers to ensure proficiency in integrating technology into their classrooms.
· Assist administrators in optimizing the use of technology.
· Educate students on the safe and responsible use of school devices and platforms.

Hardware and Software Maintenance

· Install and maintain student, faculty, and classroom Apple devices, with a strong focus on Apple products and tools (e.g. Jamf School).
· Perform all functions and procedures necessary to install and maintain the school's technology systems (hardware, software, and related peripherals).
· Assist with the planning, design, and installation of future technology system expansions.
· Coordinate and maintain all technology-related vendor relationships.
· Provide technology support as needed, including troubleshooting and maintenance tasks.

Video Creation and Multimedia

· Support video creation and management, including recording, editing, and distributing school-related videos and multimedia projects.

Other Responsibilities

· Perform other related duties as assigned.

Qualifications

· Strong knowledge and hands-on experience with Apple devices, including management via Jamf School.
· Excellent working knowledge of both Mac OS and Windows current operating systems
· Experience with Rediker (or similar student information systems) and Google for Education Workspace.
· At least one year of related work experience.
· Bachelor's degree in a related field. (Master's preferred.)
· Knowledge of modern web technologies and languages.
· Familiarity with educational technology trends and tools.
· Excellent communication skills, both written and verbal.
· Strong collaborator.
· Ability to work effectively in a multicultural environment.

- Pedagogical background and or/experience in an educational setting is preferred.
- French language proficiency (spoken and/or written) is desirable but not required.

How to Apply

Educators' Collaborative, LLC is assisting with this search. Interested candidates should submit the following materials as soon as possible, **in exactly this order, in a single scanned PDF.**

- Educators Collaborative Summary Sheet (Request from Carole Everett
- Cover letter of Interest
- Resume
- List of five references with contact information (phone and email)
- Educators Collaborative Disclosure Form (Request from Carole Everett)

Please direct all inquiries and application materials to:
Carole Everett
Email: ceverett@educatorscollaborative.com
Phone: 917-494-2574

Salary

$75,000-85,000, plus benefits that include health, dental, and vision insurance; 401(K) plan

Starting Date

18 August 2025