Technology Coordinator

Location: Holy Savior Academy, 149 South Plainfield Ave, South Plainfield, NJ 07080
Position Type: Part-Time / Year-Round
Reports To: Principal

Job Summary:

Holy Savior Academy is seeking a dedicated and versatile Technology Coordinator to oversee and support the school's technology systems, infrastructure, and user support. This position is responsible for maintaining and advancing the school's IT environment, ensuring smooth day-to-day operations, and supporting faculty, staff, and students with reliable, secure, and innovative technology services. The hourly rate ranges from $30.00 to $45.00, based on qualifications and experience.

This is a hands-on role that requires strong technical knowledge, excellent troubleshooting skills, and the ability to manage both infrastructure and user-facing systems. The ideal candidate is proactive, organized, and excited to contribute to a vibrant school community.

Key Responsibilities:

Infrastructure & Systems Management:

- Maintain and support file servers and print services (configuration, updates, repairs, and access).

- Oversee school-wide network and Wi-Fi systems to ensure consistent and secure connectivity.

- Manage and support the building door access system (security card/key systems).

- Maintain the school's security camera system, including updates, access, and repairs.

- Administer and monitor the GoGuardian platform for student device management.

- Configure and manage Google Workspace for Education, including Gmail accounts, access, and administration.

Hardware & Device Support:

- Maintain, update, and support staff/faculty laptops, and coordinate ordering of new devices as needed.

- Manage student Chromebooks, including updates, repairs, annual refresh planning, and new device procurement.

- Maintain classroom TVs and Chromecast devices, ensuring reliable media support.

- Maintain and support all printers, including troubleshooting, ordering toner/ink, and procurement of new devices.

Communications & Office Technology:

- Support and manage copiers, Vonage phone systems, and teleconferencing tools.

- Provide technical support for all users across school systems, tools, and platforms.

- Maintain the school website and domain settings, ensuring current, functional content and infrastructure.

Administrative & Planning Responsibilities:

- Write and support state grant applications for security and technology upgrades (experience or interest is a plus).

- Maintain documentation of systems, passwords, and procedures for continuity and support.

- Support vendor management, contracts, and RFPs for all IT-related services and products.

- Assist in planning for future upgrades and replacements to ensure reliability and cost-efficiency.

Qualifications:

- Experience with network and server management, including Wi-Fi infrastructure

- Proficiency in Google Workspace for Education, GoGuardian, and Windows OS environments

- Familiarity with building security systems, door access, and video surveillance

- Strong troubleshooting and communication skills

- Ability to work independently and collaboratively with faculty and administration

- Experience managing inventory, documentation, and vendor relations

- Background in school or educational IT environments preferred

- Grant writing experience a plus