The New Community School empowers bright, talented students who are challenged by dyslexia and related learning differences. The innovative and research-based college preparatory curriculum uses a customized educational approach to build skills in language and math and to foster academic and personal strengths – igniting the passions and gifts of unique minds.

The New Community School is currently hiring a **Technology Systems and Infrastructure Manager** for the 2020-2021 school year.

Job Description:

The 12-month position is responsible for the day to day operations of the school's tech infrastructure. Work involves implementing, maintaining, and servicing computer hardware, network connectivity, software applications, telecommunications, and associated peripherals. Position carries out installation, testing, and technical tasks to support computer hardware, applications, and associated peripherals. Work requires assisting staff with resolving issues. The position requires the ability to train and provide technical guidance.

Essential Duties:

- Maintains computer platforms and network servers, including backup systems in a mixed PC/Mac environment.
- Troubleshoots software issues, e.g., server, Raiser's Edge, local machines, spyware, virus, user rights, and hardware (e.g., cables, switches and components).
- Maintains network security to protect against viruses, hackers, and other damages. Maintains confidentiality and integrity of electronic records.
- Serves as a resource to staff and students in answering questions and assisting in effective utilization of school technology resources.
- Researches solutions to technology problems including new hardware and software technologies that support the educational mission of the school.
- Assists in planning, development, maintenance, and operation of school computers and related hardware and software.
- Provides support for interactive white boards, computing devices, multimedia projectors, printers, and iPads.
- Oversees the acquisition and purchase of new technology and equipment.
- Maintains inventory of all technology and equipment.
- Maintains records on the configuration, installation, warranty, licenses, and allocation of computer software, hardware, and network systems.
- Researches new technologies and makes recommendations for the purchase of network systems, utilities, and/or software as requested.

- Assists faculty and students in the appropriate and effective use of technology.
- Assists in training faculty.
- Promotes ethical and responsible use of technology for all school users.
- Complies with state, local, and federal laws, rules, and regulations.
- Coordinates with outside vendors as necessary.
- Creates budget requests for technology needs for the school in coordination with the business office.
- Performs other supervisory duties as assigned.

Preferred Qualifications and Qualities:

- Must possess significant knowledge of computer network characteristics, network operating system software, and network components.
- Bachelors or master's degree preferred in a relevant field.
- Must possess a minimum of 3 years of experience in network support of any combination of education and experience to include industry certification that provide the noted knowledge, skills, and abilities to perform the essential duties. CCNA preferred.
- Experience managing systems and networks, preferably in a school environment.
- Strong networking server administration and network infrastructure skills.
- Ability to assess and manage IT security risk management and disaster recovery processes.
- Troubleshooting skills and the ability to diagnose/resolve network system problems.
- Experience implementing and managing Google products.
- Ability to interpret and apply specialized technical manuals and reference materials.
- Ability to prioritize tasks in order of importance.
- Ability to work both independently and as part of a team.
- Ability to communicate effectively verbally and in writing.
- Ability to establish and maintain effective working relationships with students, faculty, staff, parents, and the broader community.
- Desire and willingness to grow professionally.

Physical Requirements:
Above average amount of repetitive hand movement (including simple grasping, pushing/pulling, fine manipulation), walking, bending, standing, stooping, lifting (up to 20 lbs.), kneeling, and reaching.

Salary Information
Salary is commensurate with experience.

To Apply: Send resume and letter of interest to Personnel, The New Community School, 4211 Hermitage Road, Richmond, VA 23227, or email **employment@tncs.org**.