



## IT Coordinator/Technology Instructor

### Position Title

IT Coordinator/Technology Instructor

### Reports to

Headmaster

### Location

Beaufort Academy – Main Campus

### Start Date

Immediately

### Hours

7:40am to 4pm Monday through Thursday, 7:40am to 3pm Friday, 12 month employee

Beaufort Academy is seeking an IT Coordinator/Technology Instructor. The objective of this position is to provide campus-wide hardware and software support and implementation of a high-quality program in Technology for faculty, staff and students. All candidates for this position must share the educational philosophy consistent with Beaufort Academy's mission statement.

- Excellent oral and written communication skills.
- Ability to differentiate instruction for varied academic levels effectively.
- Ability to interact professionally with parents and school community members.
- Demonstrate commitment to professional development.
- Exhibit mature, stable, leadership and organizational skills sufficient for a demanding position.
- Proficiency with technology and a desire to incorporate technology and computer science.
- Preparation of lesson plans.
- High energy and strong ability to relate with students.
- Ability to work in a help-desk support environment.
- Maintain the technological infrastructure, networking and support of the school.

### Requirements/Education

Bachelor's degree in Technology/Computer Education is required; experience is preferred.

### Compensation

- Full-time position.
- Salary is based upon education and experience.
- Benefits available include medical, dental, vision, and life insurance. Spouse/family coverage is also available.
- A 403b retirement plan is available.
- Student tuition remission available.

Interested candidates should send a resume, cover letter and list of references to Julie Jones, Director of Finance.

### Contact

Julie Jones

Phone: (843) 524-3393

[jjones@beaufortacademy.org](mailto:jjones@beaufortacademy.org)

240 Sams Point Road, Beaufort, SC 29907

*Beaufort Academy is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*