

Technology Department Coordinator

Summary

The Department Coordinator is an essential part of the technology department ensuring technology department operations run smoothly at all times. This includes but is not limited to performing tasks associated with daily operations, technology project coordination, technical support for families, assisting in the organization of business operations for the department, support other departments with data systems, and staying current with trends in educational technology and innovation. The Department Coordinator is a self-starter with a can-do attitude, an organized collaborator, effective communicator, and an individual who is excited to be part of a team who is passionate about technology in education and elevating student learning experiences.

We encourage applicants from underrepresented groups to apply.

Responsibilities

- Serves as the main point of contact for parents regarding technical support with LHP related accounts and systems and passes issues to other team members if unable to resolve.
- Support the school community with technology issues and questions.
- Provide tier 1 support for parents.
- Partners with Admissions for technology onboarding for newly enrolled students.
- Perform general bookkeeping tasks and provide up to date information on department financials.
- Coordinates purchases and budgetary duties including but not limited to logging purchases to department systems and reporting to the Business Office.
- Manages the renewal of contracts for existing systems and payments are processed in a timely manner and reported to the Business Office.
- Set appointments, meetings, and conference calls and reserve conference spaces for meetings.
- Suggest changes to office task workflow to improve efficiency.
- Attend Technology Department meetings and keep a record of meeting notes and action items that need to be followed up on.
- In partnership with the Director of Technology and other team members, plan opportunities for community and connection for the department.
- Coordinates technology department projects and ensures organization and implementation of projects in a timely manner.
- Documents all project phases and organizes supporting documentation.

- Identify and document project issues and risks and report these to the Director of Technology or Associate Director of Technology.
- In partnership with the Data Systems Coordinator, work with other Technology team members to support existing systems with a high focus on data systems.
- Work with other Technology team members to extract data and create reports when necessary from data systems.
- Assists in the creation and maintenance of student, employee, and parent accounts.
- In partnership with the Communications Department and other departments, assist in the maintenance of student, employee, and parent portals.

Knowledge, Skills, and Abilities Requirements

- Excellent people skills in addition to technical skills
- Excellent verbal and written communication skills
- Excellent organizational skills
- Utilize critical thinking and problem-solving skills
- Work collaboratively with others in a complex, yet highly collaborative setting

Physical Requirements/Work Environment

The physical requirements and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Standing, repetitive movements, lifting weights of various amounts (not to exceed 50 lbs.), sitting on floor, bending/squatting, walking, etc.
- May be required to climb steps, and/or to walk to various departments on campus.
- May be required to work in a sitting position for long periods of time.
- May be required to work at a computer for long periods of time.

Qualifications

Minimum

- Bachelor's degree or equivalent experience
- Proficiency with Microsoft and Apple platforms
- Proficiency with MS Office and GSuite applications
- Working knowledge of student information systems

Preferred

- Experience with Veracross and Canvas LMS
- Project coordination experience is a plus.