



**K-8 Academic Technology Specialist  
St. Michael's School  
Tucson, Arizona**

St. Michael's School in central Tucson is seeking an Academic Technology Specialist to join our robust and engaging community of K-8 learners. The Academic Technology Specialist serves as technical expert to faculty and students and is responsible for all administrative and academic-technology systems schoolwide. Reporting to the Head of School, this position is responsible for providing direct support for computer and network questions to ensure timely resolution. This position also provides support related to academic and administrative functions and collaborates, brainstorms, and shares best practices within the IT function and across the school community. The Academic Technology Specialist is a creative, dynamic leader charged with aiding in the strategic development and implementation of all areas of technology for St. Michael's School.

**Qualifications**

All interested candidates should have at minimum an Associate's degree in an applicable field of study, (advanced study and/or Bachelor's degree is preferred) with two or more years of related experience in IT systems support and networking. Previous work in an academic setting is desirable.

**Desired Expertise and Experience**

- In-depth knowledge of and experience supporting MacOS, Windows, iOS, and ChromeOS clients
- Certifications associated with IT systems support and networking are desirable
- Ability to troubleshoot network systems problems; ability to install and maintain network equipment; experience administering enterprise data systems and learning outcomes
- Knowledge of audio/visual systems (i.e., Smart Boards)
- Have an understanding of the diverse technology needs and organizational complexities of a small, high-achieving independent school
- Demonstrated experience in planning and executing technology-related projects
- Develop strong relationship-building skills with faculty, staff, and students
- Demonstrated ability to interact with users in a professional, cooperative, and patient manner

### **Key Duties and Responsibilities**

- Maintain computer hardware, application software, printers/copiers, and peripherals in classrooms, libraries, and administrative offices; support administrative and academic platforms/apps/tools
- Analyze existing procedures and develop improvements for the optimal use of technology in a school setting; facilitate staff-development opportunities to meet the diverse learning needs of staff
- Support and inspire teachers across all divisions to integrate technology into the core curriculum by working with faculty and leadership to build trust and excitement
- Work with faculty, in conjunction with division directors, to ensure that the technology programs and services meet the educational needs of the student community
- Align departmental procedures, policies, and end-user support with the mission and culture of the school in such a way that builds effective bridges and partnerships
- Design, deliver, and oversee professional development and growth experiences in the areas of technology integration and instructional design

### **Compensation and Benefits**

Salary is highly competitive with area schools, commensurate with years of experience and educational background, and negotiable within established ranges. This is a full-time, year-round position with benefits that include paid vacation, personal and sick-leave days; plus comprehensive health coverage through Blue Cross Blue Shield; dental coverage; and a matching-contribution program for retirement.

### **About St. Michael's School**

St. Michael's School in Tucson, Arizona, is an Episcopal, parish-affiliated, K-8, co-educational day school enrolling approximately 300 students. Located 20 minutes from downtown Tucson in the Harold Bell Wright neighborhood, the historic eight-acre campus was originally designed by the renowned Tucson architect Josias Joesler and is shared with St. Michael and All Angels Church. Our historic campus offers a unique setting, where students and faculty alike demonstrate a sense of energy, imagination, and collaboration.

St. Michael's School has nurtured the hearts and minds of students since 1960. As an integral part of St. Michael and All Angels Parish, the School expects and promotes the individual's active commitment to personal integrity, service, and academic excellence. The St. Michael's School community reflects the values of the Episcopal Church and as such embraces cultural, racial, socioeconomic, and religious diversity. At St. Michael's, everyone seeks a broader perspective—an expanded understanding of each other, our community, and the larger world.

St. Michael's School is accredited by and a member of the Southwestern Association of Episcopal Schools (SAES) and is a member of the National Association of Episcopal Schools (NAES). St. Michael's School is an Equal Opportunity Employer. All employment decisions are made without regard to race, color, national origin, ancestry, religion, sex, gender identity, age,

disability, medical condition, sexual orientation, marital status, veteran status, or any other characteristic protected by law.

**Application Process and Materials**

Please submit a cover letter and resume to [employment@stmichael.net](mailto:employment@stmichael.net), or send the same via US Mail to the attention of Human Resources and Employment, St. Michael's School, 602 North Wilmot Street, Tucson, AZ 85711. Consideration of all candidates will continue until an offer is made and accepted. Anticipated start date: April 15<sup>th</sup>, 2021.