
Job Title: Network/Systems Administrator

Mill Springs Academy is a non-profit private school that provides a college preparatory education to non-traditional learners in grades K-12. Mill Springs Academy also utilizes technology across the entire curriculum maximizing students' individual potential and ensures that students of all ability levels are well equipped for success in school and success in life. We seek individuals who are committed to the mission of the school and dedicated to enriching the lives of our students and families.

Key Responsibilities:

- Function as the subject matter expert and backend support on the school's student information system (FACTS), email, GSuite, and other relevant systems that support the school.
- In collaboration with the Communications Department, oversee the technical side of the school's web content platform.
- Coordinate, supervise, and schedule the design, installation, and maintenance of the school network and wireless infrastructure. Evaluate, recommend, and implement changes to current and future network designs and technology.
- Forecast needs and evaluate the condition and availability of resources needed to implement instructional use of computers and other classroom technology. Purchase, manage, and deploy devices and software applications.
- Collaborate with the Director of Instructional Technology to evaluate the effectiveness of instructional technology, to manage an efficient 1:1 device program, and to evaluate requested applications, subscriptions, and classroom materials for budgetary considerations and COPPA, CIPA and FERPA compliance.
- Maintain the school-wide inventory of technology assets, including hardware, software, and license agreements and ensure the proper resale/disposal of obsolete equipment.
- Determine training needs and develop training materials for staff and students (and communication to parents) for specific software applications, integration solutions, etc.
- Develop and maintain relationships with outside technology consultants and vendors. Negotiate with vendors regarding contracts, pricing, installation, and service levels.
- Prepare or oversee the preparation of the annual E-Rate application process for qualifying expenses.
- Provide effective user support and troubleshoot solutions when IT problems arise. Facilitate the onboarding of new faculty, staff, and students and proper/timely removal of departing students and staff from the systems.
- Coordinate the maintenance, support, and repair of peripheral equipment (e.g., telephone systems, printing and copying devices, alarms system, surveillance cameras, etc.).
- Perform periodic penetration testing, firewall monitoring, and network oversight to protect the school from virus and other penetrations or cyber-attacks.

Professional Skills, Knowledge and Experience:

- Demonstrated experience in information technology, education technology, and/or computer science.
- Experience leading information technology initiatives.
- Working knowledge of Windows Operation System desktop and servers.
- Experience with Active Directory setup and integration with outside systems.
- GSuite for Education and Chromebook administrative experience.
- Experience implementing 1:1 device filtering and student monitoring systems.
- FACTS Student Information System experience strongly preferred.
- Must be self-motivated, proactive, positive, and results oriented.
- Must demonstrate strong analytical and strategic thinking skills and an ability to work well under pressure.
- Acts professional and maintains a model of integrity.
- Prioritizes tasks and maintains project timelines and deadlines.
- Work effectively on a team, while at the same time can work independently.
- Possesses excellent verbal and written communication skills.

Key Interfaces:

- The Network/Systems Administrator will report to the Director of Instructional Technology and is an integral part of the Technology Department.

Please forward cover letters and resumes to Patsy Beckwith, Director of Human Resources.

Notice of Non-Discrimination

Based on receipt of federal financial assistance through a Paycheck Protection Program loan administered through the U.S. Small Business Administration (SBA) under the CARES Act, Mill Springs Academy acknowledges its obligation to prohibit discrimination, harassment, or retaliation on the basis of race, color, religion, age, national origin, sex, citizenship status, genetic information, handicap or disability in admissions, access, employment, tuition assistance, educational policies, or other school administered student and employee programs and activities. Questions regarding the School's compliance with the application and administration of the School's nondiscrimination policies should be directed to Patsy Beckwith, Human Resource Director, Title IX Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004 (404) 210-0838, pbeckwith@millsprings.org or Taniah Jones, Dean of Students, Section 504 Compliance Officer, 13660 New Providence Road, Alpharetta, GA 30004, (678) 789-8600, tjones@millsprings.org; or to the U.S. Department of Education's Office for Civil Rights (OCR) or to the SBA. Please refer to the School's SBA Non-Discrimination Compliance Policy on the School's website for information on how to file complaints with OCR or the SBA.

This notice will remain in effect until the School has satisfied and paid off the SBA Paycheck Protection Loan.



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