



MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking an **Information Technology Specialist** for the 2021-2022 school year.

About Our School: MSD provides an engaging, empowering, and sound Montessori educational program for students ages 2-14. Our school is accredited by the American Montessori Society (AMS),¹ the Association of Colorado Independent Schools (ACIS), and the National Association of Independent Schools (NAIS). Founded in 1964, MSD is the oldest Montessori school in the Denver metro area. In 2015, MSD completed a comprehensive multi-million-dollar expansion plan to complement its existing facilities. A new Arts and Athletics Center, enhanced outdoor learning and play environments, a new Toddler Village, updated Middle School space, a thriving Urban Farm and one of a kind Vertical Farm, and a state-of-the-art Science and Innovation Tower were added to provide an exceptional, experiential, educational environment for all of our students.

JOB DESCRIPTION

- Coordinate with the business office and instructional leaders to develop and implement the school's Information Technology (IT) strategies and plans.
- Responsible for the operational state and functionality of all systems with the Montessori School of Denver (MSD) Network including device configuration and setup, troubleshooting, and repair.
- Assignment and deployment of IT resources to users and maintenance of a current inventory of IT assets, user assignments, and location in coordination with Alerio Technology Group (ATG).
- Coordinate IT maintenance, installation, purchase, and service agreements with ATG.
- Perform application support for MSD hosted and local systems to include vendor coordination for troubleshooting, update/upgrade scheduling, and user training.
- Network troubleshooting and resolution of basic network issues to include isolation of network trouble, management of the directory system, and basic server management.
- Coordinate and manage IT upgrades/projects.
- Manage and administer IT databases.
- Maintain documentation and records related to IT ensuring confidentiality of constituent records and communications.
- Teach Beginning Technology courses as a Curriculum Enrichment class ('Specials').
- Assist faculty members in hybrid/distance learning programs and technology support.
- Assist students with technology related questions or concerns.
- Provide hands-on technical support to students and faculty in a timely and courteous manner helping them troubleshoot issues.
- Responsible for operating the auditorium audio/visual booth at all school activities.
- Perform other tasks as assigned by the Business Manager.

¹ Accredited with non-traditional Montessori age grouping at the Elementary II and Secondary levels.

QUALIFICATION REQUIREMENTS:

- High school diploma or equivalent required + technical certifications (Bachelor's degree or technical college degree preferred)
- Apple certified technician, A+ certification, IT Professional experience
- Experience in a classroom environment or working with students (preferred)
- Teaching experience of Computer Science courses is a plus
- Demonstrate a knowledge of basic computer troubleshooting and repair
- Demonstrate a knowledge of networking concepts
- Required knowledge of Microsoft Windows Server functions and features
- Ability to troubleshoot network and connectivity problems
- Provide excellent customer service
- Strong Audio/Visual support required
- Strong communication skills, confidentiality, and the desire to work collaboratively as part of a team are a must

Reports to: Business Manager

Department: Administration

Supervises: N/A

FLSA Status: Nonexempt², 40 hours per week, Number of Days Paid – 210

Compensation: Salary Range \$45,000-\$52,000 (based on education and experience)

Montessori School of Denver offers an excellent compensation package including paid time off, health, dental, vision, 403(b) with matching and more; wide-ranging opportunities for professional development; and a talented and dedicated staff of teaching professionals and supportive administrators. Successful candidates will join a dynamic, supportive, and forward-thinking teaching community of over 70 individuals.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, sexual orientation, national origin, or disability.

Applicants are invited to visit Montessori School of Denver's website (montessoridenver.org) to learn more about the school and its programs.

To Apply: Complete your application today at <https://montessoridenver.org/employment-opportunities/>. Send completed application and resume to the attention of Lydia Desmarais, Director of Human Resources, by emailing hr@msd-co.org or faxing 303-757-6145. We look forward to hearing from you!

² Nonexempt employees are eligible for paid overtime over 40 hours per pay week. However, a nonexempt employee may not work overtime without supervisor permission. A nonexempt employee may only work the hours that they are scheduled to work.