Systems & Support Specialist

About the Park School

The Park School is a Pre-K to Grade 8 independent school in Brookline, MA dedicated to excellence in education. The cornerstone of Park's program is academic excellence, combining both high standards of scholarship and the encouragement of each child to develop to his or her greatest potential. Our school community fosters a nurturing environment in which children develop curiosity, express creativity, appreciate the value of hard work and discipline, and experience the joy of learning. Park's faculty encourages each student to strive for intellectual, physical and moral growth and to become contributing members of the community.

The Systems & Support Specialist is a 12-month position in the school's technology department and reports to the Director of Technology. *The ideal candidate will bring a history of collaborative, self-directed work, a good sense of humor. The ideal candidate will also have at least 2 years of experience working within schools and draw upon that understanding to support and anticipate the needs of The Park School community.*

Duties & Responsibilities

- Monitor and maintain school computers, printers, displays and network equipment
- Manage all help desk requests via online ticketing system
- Coordinate deployment and maintenance of Park's iPad and Chromebook 1:1 programs
- Interface with tech vendors and other third party service providers
- Coordinate the technology needs of the school's summer programs
- Support ongoing one on one training and work sessions for faculty and staff
- Participate in division and technology department meetings regularly

Knowledge, Skills & Abilities

- Mastery of Mac and Windows client systems and servers
- Experience with MDM systems (e.g., Meraki, Casper, etc.)
- Experience with Chromebook environments
- Experience configuring and managing network hardware
- Experience with the Google Apps for Education suite
- Experience with FileMaker or similar database systems
- Experience with projectors and display systems
- Knowledge of current trends in educational technology
- Strong communication and interpersonal skills

Qualifications

- Bachelor's degree required
- At least 2 years of experience in an academic setting, preferred

Application Information

- Interested candidates should complete an online [Employment Application](#) and upload a cover letter, resume, and contact information for three references through the online system.
- Competitive salary and benefits, including a strong professional development program, will be commensurate with qualifications and experience. The Park School welcomes candidates who will add to the diversity of our community and/or who have demonstrated commitment to diversity, equity and inclusion in their teaching and learning.
- The Park School is an equal opportunity employer and does not discriminate on the basis of race, color, religion, national or ethnic origin, ancestry, sex, disabilities, sexual orientation, gender identity and expression or family composition or any other status protected by applicable law in the administration of its employment, education, admission, financial aid, and other policies and programs.