

LD Technology Assistant Position-Summary.docx

Summary-Lower Division Technology Assistant

The Berkeley Preparatory School, an outstanding independent coeducational day school in Tampa, Florida, places an emphasis on academic excellence with a spirit of social responsibility. Students of all ages exchange ideas and explore ethics as they define their attitudes and values. Berkeley educates the whole child by nurturing students' intellectual, emotional, spiritual and physical development so that they may attain their highest potential. Berkeley has built a national reputation for academic rigor at the country's most prestigious universities. The school's active Episcopal affiliation focuses on inclusivity, support, respect, and the shared values reflected in Berkeley's vision statement, *Berkeley puts people in the world who make a positive difference*.

The Technology Assistant for the Lower Division Responsible will be responsible for the hardware and software maintenance of technology in our Lower Division. The Assistant will work alongside the Lower Division Technology Coordinator in assisting teachers and students using technology in the classrooms and working with MakerSpace projects. The Lower Division Technology Team consists of the Technology Coordinator, Technology Instructor, and the Assistant. The Assistant will report to the Lower Division Director.

The successful candidate will be able to clearly communicate technical solutions in a user friendly, professional manner, and provide training when needed. He or she will be comfortable supporting productivity tools and educational applications in current versions of Windows, Apple OSX, and iOS and have some experience providing hardware support for PC's, Macs, and iPads. Experience working with elementary children is preferred. Please email a cover letter and resume to Dick Ripley, Dean of Faculty, at ripleric@berkeleyprep.org.

Located on a gorgeous 80-acre campus, Berkeley serves 1300 students in Grades PK-12. The school continues to experience strong interest and full enrollment, and is marked with a very strong positive school culture. Berkeley's faculty, staff and student body reflects the diversity of its surrounding communities.

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