

Lower and Intermediate School Technology Assistant (Begins August 30, 2016)

Job Summary:

Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to “educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a democratic society and global community.”

We are currently seeking a full time Lower and Intermediate School Technology Assistant to work during the school year (September through mid-June). This position involves providing teachers with technology assistance and trouble shooting in the Lower and Intermediate Schools, helping to maintain and oversee JK-12 technology equipment, and working to support the maintenance and upgrade of technology as well. The Lower and Intermediate School Technology Assistant works on the school schedule: September through mid-June.

Essential Functions:

- Troubleshoot basic problems with tablets, laptops and desktops (both software and hardware).
- Oversee the educational technology spaces in the school.
- Work with a team to oversee use of technology carts throughout the school.
- Model the integration of technology.
- Maintain an online presence specifically designed around technology and education.
- Serve as a specialist, fostering the effective use of digital tools and resources.
- Other duties as assigned.

Required Qualifications:

- Bachelor’s Degree in a related field
- Enthusiasm for working in collaboration with colleagues and in a team-based environment
- Familiarity with technology and educational applications
- Familiarity with devices including but not limited to iPads, Chromebooks and laptops
- Excellent communication skills, sound judgment, and emotional maturity
- An affinity for working with Lower School aged children
- A willingness to learn and improve professionally
- Ability to work with a team

Compensation:

\$28,000-\$30,000; this position is eligible for health insurance

To Apply:

Please submit **cover letter with resume** by mail, email, or fax to **(no telephone inquiries please)**:

Laureen Sweers, Director of Human Resources
Francis W. Parker School
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The faculty, staff and administration of Francis W. Parker School are integral parts of the School's community. Through their passion, dedication and commitment to the School's mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.