

# NANSEMOND - SUFFOLK ACADEMY

---

**POSITION TITLE:** Network Administrator  
**DEPARTMENT:** Technology  
**REPORTS TO :** Head of School  
**FLSA:** Exempt  
**TERM:** 12 months

## School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. Founded in 1966, the school has a current enrollment of approximately 840 students and 175 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Southern Association of Colleges and Schools and the Virginia Association of Independent Schools.

## Job Summary:

To provide innovative leadership to the Department of Technology and promote optimal use of technology in the school's operations utilizing a full range of technology and innovative strategies for our faculty and students in the classroom. This individual will direct, plan and oversee all technology needs and assets for the school, and assist with the purchase/lease of new technology, as appropriate. This individual will assist in setting the strategy for educational and information technology for the school, and assess the purpose, effort and effect of using technology from the pedagogical perspective. The candidate shall possess extensive knowledge and experience in an independent school environment and will report directly to the Head of School.

## Essential Functions:

- Resolve all technology support tickets in ConnectWise in a timely manner.
- Keep an updated inventory of all technology assets at all times and determine what technology products need to be ordered on an annual basis.
- Support the use of technology (including phones) throughout the school on a daily basis, ensuring the technology is functional and useful in the classrooms.
- Implement and oversee the setup of all technology needs for Board meetings, all school meetings, presentations and school-wide events as requested. May require collaboration and coordination with other departments and may also require evening/weekend hours.
- Provide technology guidance to teachers in the classroom.
- Provide inspiration to faculty to see the possibilities in using technology to expand their teaching tools.
- Work closely with Division Heads to ensure curriculum supports technology learning in the classroom and prepares students for changing technologies.
- Interact with other fellow educational technology professionals.
- Remain current on and evaluate emerging technologies that have potential value for teaching and learning in an effort to stay abreast of technology trends and best practices for independent schools.
- Provide technology training and professional development to faculty and staff on a regular basis.
- Perform other duties as assigned.

# NANSEMOND - SUFFOLK ACADEMY

---

## **Required Education/Background:**

- A bachelor's degree in computer science, technology, information systems, education technology, education, or related field from an accredited College or University and/or at least 5-10 years of proven experience with network administration.
- Expertise in computer systems, networks, and with software and services that can enhance a school's operational and academic domains.
- Experience in instructional technology, instructional design or educational technology.

## **Required Skills:**

- Possess a strong educational and experiential background in technology, and understand the changing role of technology in 21st century schools.
- Ability to implement new technology initiatives in the classroom and collaborate with faculty regarding best practices in technology instruction.
- Ability to inspire faculty and students to develop their technology skills.
- Familiar with multiple computer operating systems, preferably with the Apple platform.
- Familiar with web-page design principles.
- Demonstrated experience using Excel, Word, and Google Educational Apps. Blackbaud, WhippleHill, FA Web experience preferred.
- Excellent organizational and communication skills and attention to detail.
- Ability to multi-task and meet deadlines.

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefit programs. Qualified applicants shall submit a letter of interest, resume with references, and a completed NSA Employment Application (posted online) to Amy Morrell, Assistant to Head of School, amorrell@nsacademy.org, for further consideration.

*The mission of the school is to provide an academically rigorous college preparatory education in an atmosphere fostering moral character, respect, responsibility and compassion. With a commitment to honor above all, the school seeks to develop and inspire leaders who value diversity, creativity, scholastic excellence and community service.*