MONTESSORI
School of Denver

Montessori School of Denver (MSD), located in beautiful Colorado, is seeking a part-time (50-80%) **School IT Systems Manager** for the 2025-2026 school year. Applications will be considered through February 13, 2026 or until the position is filled.

**Position:** This role focuses on the school's SIS, systems, data, and user enablement. Hardware repair, network infrastructure, and advanced technical troubleshooting are supported by an outsourced IT provider. The Systems Manager serves as the first point of contact and coordinator rather than the sole technical resource.

**About Our School:** MSD provides an engaging, empowering, and sound Montessori educational program for students ages 2-14. Our school is accredited by the National Association of Independent Schools (NAIS), the Association of Colorado Independent Schools (ACIS), and the American Montessori Society (AMS)[1]. 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.

## QUALIFICATION REQUIREMENTS:
- Bachelor's Degree in related field or equivalent work experience.
- Experience with database systems. Including integrations and APIs. Blackbaud systems experience a plus.
- Highly proficient with technology within a Mac environment.
- Highly proficient in Microsoft Office 365, basic SharePoint Administration.
- Strong problem-solving ability and great customer service.

## ESSENTIAL DUTIES AND RESPONSIBILITIES:
**School System and Data Management (primary focus)**
- Serve as primary administrator for the school's Student Information System (SIS - Blackbaud Education Management) including annual rollover, calendar set-up, and transcript templates.
- Support multiple departments in effective use of Blackbaud, including student records, contact information, files, and data integrity.
- Maintain school systems, data integrations and APIs, with accuracy, consistency, and compliance.
- Teach staff how to create data exports, email lists and reports as needed.

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

**IT Support and Vendor Coordinating**
- Troubleshoot basic technology issues and copier/printers and coordinate escalation, resolution, and clear communication with outsourced IT or copier services.
- Serve as a liaison between technology-related vendors and the school including outsourced IT partner and copier services.

**Application and Digital Tools**
- Provide partial support or full ownership of key platforms, including:
  - Transparent Classroom (100%)
  - SchoolPass (approximately 80%)
  - Finalsite Enrollment (approximately 15%)
- Support staff, students, and families with user account access and basic troubleshooting for school systems.
- Assist the school's transition toward more paperless and automated processes.
- Support the development of AI policies and guidelines.

**Staff Onboarding, Training and Documentation**
- Onboard new employees into all related applications including emails, email lists, software, Slack, access permissions, etc.
- Develop and maintain clear "How-To" documentation for staff via the staff portal (e.g., email setup, SharePoint use, calendar management).
- Assess the training needs of staff annually and provide group-based or schoolwide training such as during setup week, staff days, and faculty meetings.

**Classroom & Event Tech Support**
- Classroom tech support and troubleshooting for iPads, Macs, and smartboards
- Support technology needs during MAP and ERB testing three times per year (fall, winter, spring) for 3rd grades and up.
- Provide technical event support, including audio visual set-up, take-down, and administrative coordination for various special events.

**Admin Support**
- Develop and manage automated processes behind meeting space reservations, admin calendars, and other administrative team needs.
- Develop and support ongoing SharePoint migration; create naming conventions and archive guidance.
- Provide limited front desk support during lunch breaks and backup during emergencies.

**Reports to:** Director of Finance and Operations
**Department:** Administration
**Supervises:** N/A
**FLSA Status:** Part Time Non-Exempt[2]
**Compensation:** Salary range $28.00-$32.00/hour for 50-80%

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[2] *Non-exempt employees are eligible for paid overtime over 40 hours per pay week. However, a non-exempt employee may not work overtime without supervisor permission. A non-exempt employee may only work the hours that they are scheduled to work.*

Montessori School of Denver offers an excellent compensation package for employees working 25+ hours/week 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 90 individuals.

Montessori School of Denver does not discriminate on the basis of race, religion, age, sex, gender identity, sexual orientation, national origin, or able-bodied status.

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

**To Apply:** Please complete our application and upload a cover letter and your resume here. We look forward to hearing from you!