



LAURENCE SCHOOL

Job Title: Tech Integration Specialist

Reports To: Director of Innovation and Instructional Technology

Hours: Full time, 12 month

Minimum Qualifications: A Bachelor's Degree is required and teaching experience is preferred.

Experience: Minimum 3 years' experience supporting teachers with integrating technology into the classroom environment and performing tier 1 help desk duties (basic troubleshooting of printers, projectors, apps). Comfortable working in a mixed platform educational environment including but not limited to: Apple's macOS and iOS Operating Systems, Microsoft Windows, Chromebook, Google Apps for Education, Adobe Creative Cloud, Office productivity software, Office 365, computer hardware and peripherals, printers, projectors, and digital signage.

Duties and Responsibilities:

1. Actively participate in classroom technology integration, curriculum development, digital citizenship programming, and other school programs as assigned.
2. Assist school colleagues with their programs including, but not limited to, technology installation, technology instruction, etc.
3. Manage the campus Helpdesk ticketing system. Monitor and respond to the help desk tickets, providing daily basic technical support to faculty, staff and students.
4. Maintain timely and accurate help desk records, identifying patterns, systemic problems, and training opportunities.
5. Assist the Technology Department in designing training and providing professional development to faculty and staff.
6. Assist the Technology Department in documenting internal procedures necessary for using educational technology apps, maintenance and administration of all educational technology services.
7. With the partnership of other members of the Technology Department, maintain, support, and deploy all student and faculty/staff related technology equipment. Equipment may include, but is not limited to: laptop and desktop computers, printers, Apple TVs, iPads, SMART interactive whiteboards, document cameras, scanners, copiers, projectors, televisions, digital signage monitors, media players, and smartphones.
8. Other duties and community involvement as required.

Skills and Abilities:

1. Excellent learning and teaching skills. Enjoys helping teachers develop innovative teaching practices.
2. Excellent technical, troubleshooting, and customer service skills with the ability to master new technologies and evaluate their effectiveness.
3. Knowledge of pedagogy in the 21st century as it relates to technology with the ability to adapt to rapidly shifting priorities in both technology and education.
4. Ability to evaluate tools and instructional practices in light of broader academic goals.
5. Enjoys collaborating with community members regarding potential technology needs, and developing, marketing and providing both group and one-on-one training opportunities.
6. Demonstrated capacity to work collaboratively, is self-directed, flexible, and organized.
7. Excellent time management skills.
8. Excellent communication skills (written and oral) and interpersonal skills.
9. Ability to work independently, collaboratively, and as part of a high-performing team with exceptional initiative and judgment.
10. Strong problem solving skills, decision making, and research capabilities.
11. Understanding and/or willingness of working within an independent school culture.
12. In addition to technical proficiency, this role requires the ability to manage multiple tasks and projects to completion and within deadlines. The ideal candidate has the ability to work with individuals with a range of technological expertise in a courteous and professional manner while maintaining a focus on exceptional customer service.

To apply, please email jobs@laurenceschool.com with your resume and cover letter.