



## Lexington Christian Academy

Lexington, MA

### TECHNOLOGY ASSOCIATE

**OVERVIEW:** Lexington Christian Academy is accepting applications for the Technology Associate position. This position is responsible for providing level 1 and 2 technology support for LCA faculty, staff, students, and parents. This position requires general knowledge of networking, Microsoft server technologies like active directory and group policy, PCs (both windows and mac), iPads and Surface Pro tablets. This person should have a desire to grow in the IT field with a variety of hardware and software, excellent problem solving skills, and present a great service attitude to users.

We are looking for someone who is well versed in multiple areas of IT. In addition to tech support, the IT team does a variety of projects (for example, infrastructure upgrades and supporting Bring Your Own Device) that this person can actively become involved in to learn a new aspect of IT. There is also the opportunity to be involved in teaching, being involved in school productions, and introducing new technologies (for example 3D printing) to teachers and students.

#### **CORE RESPONSIBILITIES:**

##### User Support

- Primary point of contact for first and second level end-user support
- Assists in the training of end-users for various technologies
- Responsible for support of software including Senior Systems, FinalSite portals, Google docs, & Microsoft office.
- Responsible for some end-user documentation, tech tips, how-to's, etc.
- Assists in prioritizing tech needs as they arise, according to higher vision

##### Academic Technology

- Assists in long range planning, device selection, purchasing, & deployment of iPads and chromebook in Middle school classrooms
- First point of contact for all repairs and support calls with vendors

##### Network & Systems Administration

- Creates and maintains user accounts in windows active directory and google.
- Maintains surveillance and reports on network activity.
- Assists in maintenance and infrastructure improvement projects for network, server, workstations, and tablets.
- Helps document and keep current IT policy and procedures.

##### Knowledge, Skills and Abilities

- Knowledge of a variety of hardware and software platforms with good troubleshooting capabilities
- Good installation and configuration abilities
- Ability to help students and staff using Mac OSX, Windows, Google Docs and Microsoft Office
- Excellent people skills and customer service attitude
- Ability to perform repairs and upgrades on a variety of computers, and peripherals, operating on Mac and Windows platforms, as well as iOS devices
- Knowledge of Active Directory, Group Policy, and Open Directory
- Excellent analytical and problem solving skills; clear written and oral communication skills; focus on results and outcomes
- Must be self-motivated and have the ability to work individually
- Ability to lift 40 pounds

#### **QUALIFICATIONS:**

- **Recognizing that LCA is strongly committed to Christian faith, we expect that the successful candidate will subscribe to the Academy's Statement of Faith, Standards of Christian Living and be a member in good standing of a Christian church**(Copies of these documents can be found under our employment section of the LCA website).

**ENVIRONMENT:**

Lexington Christian Academy is a grade 6-12, independent college preparatory school that exists to educate young men and women in the arts and sciences in the context of the gospel of Jesus Christ by developing intellectual ability, nurturing spiritual and moral growth, encouraging creativity, and instilling a desire to serve God and others.

**EDUCATION:** Bachelor's degree is preferred.

**SALARY & BENEFITS:** This is a full-time, 12-month position. Salary is negotiable, commensurate with experience and/or qualifications. We can also be flexible and work with someone needing to be part-time

**APPLICATION PROCEDURE:**

Mail or electronically submit a resume, cover letter, 2 professional references and brief answers to the following questions to:

- Describe your view of Christian education and your commitment to it.
- What motivates you to work in a Christian school?

David Schell, Director of IT and Data Management  
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*LEXINGTON CHRISTIAN ACADEMY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF SEX, RACE, OR NATIONAL ORIGIN.*