

The Technology Coordinator acts as a technical lead to plan, implement, and manage enterprise technology systems that fulfill academic, instructional and operational needs.

The Technology Coordinator provides support for staff and students and assists in management of the school's operations.

ESSENTIAL FUNCTIONS

Purchase, operate, maintain, update, and repair school's technology

- Coordinate technology purchases according to the planned budget.
- Understand installation, configuration and troubleshooting processes for software, hardware, networking and accessory equipment.
- Troubleshoot technology equipment and software malfunctions and resolve/mitigate and/or arrange for repairs to ensure issues are resolved.
- Monitor equipment use and availability.
- Maintain inventory of hardware and software.
- Install updates to software and operating systems as required.
- Process orders for technology supplies as needed.
- Provide assistance in troubleshooting and maintaining the school's network and phone system.
- Create/maintain/update staff/students/parents accounts and related systems access.

Support

- Promote a user-friendly environment.
- Provide technical assistance to students and staff in support of teaching and learning.
- Provide assistance and support for classroom technology.
- Provide assistance for students bringing their own technology for use in teaching and learning.
- Assist teachers in identifying best tools and practices to support personalized learning.
- Works with the Communications Coordinator to develop and maintain the school's website.
- Be a resource for staff development on educational technology.

Other Functions

- Assist in development and implement best practices related to technology use in school's programs.
- Is a proactive member of the Technology Committee, and coordinates the design of a comprehensive Technology Plan at LCS for integrating existing and future technologies into the school's Montessori curriculum or any restructured curriculum as it evolves.

Skills

- Positive customer service attitude.
- Able to work independently.
- Ability to remain flexible to changing situations and assignments.
- Knowledge of
 - Windows, Apple, and Chrome operating systems.
 - website development and administration (domain, hosting, HTML, CSS, JOOMLA)
 - audio and video systems.
 - wiring and networking protocols.
 - computer systems such as Google Apps for Education, Apple Configurator, Meraki MDM.
 - router and switch configuration and maintenance (DHCP, DNS, VLANS)
 - wireless networks.
 - firewall administration.
 - database administration.
 - phone system administration.