SEA CREST SCHOOL

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Position Announcement – Technology Support Technician

Sea Crest School seeks a Technology Support Technician (TST). The TST will report to the Technology Integration and Computer Science Teacher and have the objective of providing support for the school's technology devices, including those of staff as well as classroom and student 1-to-1 devices. The primary goal is to assist in maintaining the productivity of users in an innovative and collaborative school. The position is part-time (6 hours/week) with flexible weekday scheduling. It may require weekend work occasionally during the school year. Anticipated start date: 16th July, 2015**.**

Position Description

The TST provides support for needs and questions of computer users and trouble-shooting issues relating to stand-alone personal computers, laptops, SMART Technology products, iPads and personal devices as well as various software programs.

Essential Duties and Responsibilities

- Assists with the general maintenance of all school technology equipment.
- Assists with the daily software and hardware troubleshooting of all school technological equipment.
- Diagnose and complete simple hardware repairs.
- Perform software updates and re-installations on personal computers (mostly MacBooks) for teachers' and lab computer.
- Install iPad apps and operating system updates for classroom iPads.
- Provide classroom technology support (including but not limited to: Smart Boards, projectors, document cameras, iPads and Chromebooks.
- Coordinate off-site repair of laptops, Chromebooks, iPads and other technology equipment as needed.
- Assist in maintaining documentation for technology support issues and maintaining accurate inventory of hardware and software.
- Set up and support peripherals including printers, copiers, projectors, scanners and audiovisual equipment as needed.
- Help set up and configure new classroom hardware – Chromebooks, Macbooks and iPads.
- Install new software on school technology equipment.
- Help troubleshoot basic networking issues, interacting with network support as needed.
- Performs other duties and oversees special assignments as necessary or assigned by the Technology Integration and Computer Science Teacher.

Minimum requirements

- High School Graduate Certificate required; college students are welcome to apply.
- Ability to diagnose and solve a wide range of operating system, hardware and application problems efficiently and effectively.
- Good degree of computer literacy including experience with various software and hardware systems.
- Excellent people skills and ability to work in a team.

Salary and Benefits

The salary is competitive and commensurate with the qualifications and experience of the successful candidate.

To apply: Please submit a cover letter and résumé to:
Michael Thompson, Director of Advancement
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