

## **Technology Specialist**

**Reports to:** Director of Technology

**Date of hire:** Immediate

St. Andrew's Episcopal School in Austin, TX seeks a highly qualified full-time Technology Specialist whose primary responsibilities will be focused on the St. Andrew's Episcopal Upper School (grades 9-12), with specific attention to supporting the division's 1:1 laptop program.

The St. Andrew's Upper School hosts a 1:1 environment where each student and faculty member currently use a Windows laptop to facilitate their learning and teaching.

### **Essential Responsibilities**

The Technology Specialist will be expected to:

- Provide technical support to faculty, staff and students on any and all technology-related issues. This includes all hardware, software, network and general-usage issues, with a particular focus on the Upper School 1:1 laptop program, which is currently comprised of Windows laptops.
- Assist with the maintenance and repair of all school technology (desktop and laptop computers, servers, printers, digital cameras, AV equipment, etc.).
- Maintain and distribute technology consumables to faculty and staff.
- Meet with teachers to provide professional one-to-one support for the integration of technology into classroom curriculum.
- Provide Audio/Visual support for school presentations or functions where it is required. This may require attendance of school events outside of standard school hours.
- Participate in department wide projects and attend regular department meetings.

### **Qualifications**

- A dynamic and positive personality coupled with a proactive approach to support is essential.
- Thorough knowledge of the PC platform and all associated basic software.
- Detailed knowledge of Windows Operating Systems including: editing registry, imaging/ghosting, program troubleshooting, drivers, screen resolutions, internet settings, network settings, system files, backup programs, peripherals and program integration.
- Knowledge of Apple hardware and/or an Apple certification are also highly desirable.
- A basic understanding of network architecture.
- Ability to maintain current and up-to-date expertise in a wide range of hardware, software and Operating Systems.
- Ability to troubleshoot an Operating System or program on the laptop or PC in a timely manner.
- Ability to communicate orally and in writing to both faculty/staff and technical staff.
- Ability to receive training and implement technical support solutions for new software and hardware on an ongoing basis.

- Ability to move about the educational environment and move and reconfigure computer equipment.
- Capacity to work both autonomously and as a team member.
- Strong organization, time and project management skills; problem solving skills; ability to exercise independent judgment; ability to establish effective working relationships with other faculty, staff and parents; and ability to maintain confidentiality.

Consideration will be given to candidates with experience in education and those who have a natural interest in technology and troubleshooting. Candidates who contribute to the cultural and ethnic diversity of the community are encouraged to apply. Lastly, exemplary interpersonal skills, a positive attitude and attention to detail are essential.

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 890 students on two campuses in Austin, Texas. The school strives to help young people from diverse racial, religious, ethnic, and socioeconomic backgrounds to achieve their potential not only in intellectual understanding but also in aesthetic sensitivity, physical well-being, and moral decisiveness so that they may lead productive, responsible lives, not only for themselves but also for their community. For more information about St. Andrew's School in Austin, please access our web site: [www.sasaustin.org](http://www.sasaustin.org).

Please submit your resume and a brief statement of interest to Michelle Roe, Director of Human Resources, at [hr@sasaustin.org](mailto:hr@sasaustin.org) .

*St. Andrew's is committed to providing equal opportunity in all personnel actions and in the administration of all policies and programs.*

*St. Andrew's employs individuals without regard to race, sex, national or ethnic origin, age, sexual orientation, or disability as protected by federal, state, or local law.*