Technology Specialist

Reports to: Director of Technology

Date of hire: Immediate

Employee status: Non-Exempt

St. Andrew's Episcopal School in Austin, TX seeks a highly qualified full-time, twelve-month, Technology Specialist whose primary responsibility will be supporting the school's educational technology tools, systems and infrastructure. Specifically, the Technology Specialist will provide support as part of a two-member Helpdesk team at our Upper School campus (grades 9-12).

<u>Essential Responsibilities</u>

The Technology Specialist will be expected to:

- Provide outstanding technology support and service to all school constituents 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 supports both Dell and Apple machines.
- Assist with the maintenance and repair of all school technology (desktop and laptop computers, servers, printers, AV equipment, etc.). This may require coming to campus for support outside of standard school hours.
- Meet with teachers to provide professional one-to-one support and group-training 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.
- Maintain and distribute technology consumables to faculty and staff.
- Participate in department wide projects and attend regular department meetings.

<u>Qualifications</u>

- A dynamic and positive personality coupled with a proactive approach to support is essential.
- Demonstrated technology knowledge and troubleshooting experience.
- Apple certification (ACMT) and direct Apple Macbook experience is highly desired.
- Detailed knowledge of Windows and Mac Hardware and Operating Systems including: imaging, program troubleshooting, internet and network settings, system files, backup programs, peripherals and program integration.
- Knowledge of the Google Suite for Education, the Blackbaud K-12 OnSuite, Active Directory, and/or the MS Office Suite is preferable.
- Ability to maintain current and up-to-date expertise in a wide range of hardware, software and Operating Systems.
- Capacity to work both autonomously and as a team member.

- A Bachelor's Degree or higher is preferred.
- 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 for this role.

St. Andrew's is a co-educational Episcopal K-12 day school, enrolling approximately 950 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 website: www.sasaustin.org.

Please submit your resume and a brief statement of interest to Michelle Roe, Director of Finance & Human Resources, at 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, color, nationality, ethnicity, religion, disability, sex, gender identity or sexual orientation as protected by federal, state, or local law.