

**French American School of Puget Sound
Technology Support Specialist
Job Description**

The French American School of Puget Sound is one of the largest French-American bilingual school located on Mercer Island and serving over 400 students in Young Pre-Kindergarten through Grade 8. The School's program satisfies requirements set forth by the Common Core of State Standards and the French National Curriculum from the French Ministry of Education.

JOB TITLE: Technology Support Specialist

POSITION STATUS: 20 hour/week, paid hourly (\$20/hour) - Reports directly to the IT Director

SUMMARY OF POSITION: This employee will be responsible to provide support to all students and employees of the school, as assigned by the IT director, in a friendly and poised attitude. This is a fast-paced environment where multi-tasking and quick problem solving skills are valuable skills to have.

REQUIREMENTS/QUALIFICATIONS:

- Pursuing a Bachelor's Degree or equivalent experience
- Experience with Windows Server
- Experience with Window 10
- Experience with networking – DNS, DHCP, Ethernet, Wi-Fi
- Effective performance as a part of a team and active participation in the school community
- Willingness to learn new skills with training
- Comfort with technology
- The ability to pass a background check and submit a negative TB test
- Ability to speak and understand the French language is a plus
- Experience working in an independent school environment is preferred

PRIMARY DUTIES AND RESPONSIBILITIES:

The principal responsibilities include, but are not limited to:

- Maintain and update classroom desktops and shared laptop carts
- Support teachers in use of classroom technology such as projectors and smart boards
- Assist with Audio Visual and network wiring
- Create, update and maintain Windows 10 installation images
- Use Microsoft Intune to monitor student and faculty laptops
- Swap broken laptops and schedule repairs
- Use software tools to monitor network and servers
- Organize inventory of technology equipment
- Research issues affecting users at school
- Monitor and maintain copiers and supplies

REQUIRED SKILLS:

- Understand and support FASPS's mission, vision, and core values and promote a positive image of the school
- Embraces diversity, equity and inclusion
- Strong interpersonal and organizational skills
- Strong customer service and ability to work with users of all skill levels

- Respect the confidentiality of private information relating to all members of the FASPS community
- Display flexibility in responding to new situations and expectations, a positive attitude, empathy, and a helpful, nonjudgmental demeanor
- Demonstrate responsibility and punctuality
- Ability to prioritize and manage simultaneous demands with a willing, professional, and friendly attitude
- Ability to Self-start and work with minimal supervision
- Ability to meet deadline
- Works well in high volume, fast paced environment
- Must be able to stay focused and concentrate under normal or heavy distractions
- Must maintain a professional appearance at all times consistent with the school standards

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Occasionally lift up to 50 pounds
- Generally, works in standard office conditions and environment
- Work at desk and computer for extended period of times

SCHEDULE:

This position has flexible hours and allows for non 9 AM – 5 PM hours to complete work on equipment in use during school day.

APPLICATION:

To apply please send a cover letter describing your interest in and qualifications for this position, a resume, and three professional references to Brian Hoyt, IT Director at brianh@fasps.org. Applications that do not include these three items may not be considered for the position. No phone call please.