

SIERRA CANYON SCHOOL

Technology Coordinator

Responsibilities: Technology Coordinator is a member of the IT Team and is responsible for the day-to-day functioning of the School's technology, primarily at the Lower Campus. The Coordinator will interface with faculty, staff, students and occasionally parents. The ideal candidate is a self-starter, is able to multitask, and communicates clearly both in writing and verbally. The Coordinator assumes the following responsibilities:

- Provide routine maintenance of desktops, laptops, iPads, interactive whiteboards, and peripherals, including updates, software upgrades, and hardware replacement.
- Install and maintain additional technologies including, printers, copiers, phones, scanners, and other peripherals used by employees and students.
- Provide technical assistance for faculty and staff and clearly communicate expected resolutions.
- Design and implement user training to familiarize all users with current and future technology available on campus.
- Resolve networking issues, wired and wireless.
- Create templates for computer imaging and deployment.
- Provide technical assistance and advice to students working in the technology classrooms and troubleshoot problems as they occur.
- Implement long-range technology plan for the School in conjunction with IT Team.
- Participate in annual budget setting.
- Broadcast, film, record and/or provide audio visual support for school events (such as grade level performances, sporting events, assemblies et cetera) when requested.
- Stay current on new trends in technology including the areas of operating systems (including mobile), office applications, image and video editing, etc.
- Perform other departmental duties as required.

Job Qualifications: The ideal candidate should possess a BA or BS in a related field or have at least 3 years' experience in information technology.