



## Technology Coordinator

Full-Time (12 Month)

Reports to: Director of Information Technology

Start Date: Immediate

### Job Description

The Technology Coordinator is responsible for the administration and maintenance of school databases and the 1:1 iPad program, and for providing technical support and training to community members.

Catherine Cook School is a high-tech institution. The Information Technology department is responsible for a wide range of technologies employed by Catherine Cook. Staff members enjoy the opportunity to work in a friendly environment that provides both personal and professional growth.

### Job Responsibilities

- Administer and support SIS and associated apps (Senior Systems/MyBackpack)
- Maintain and support LMS/CMS and synchronized systems (FinalSite/Teacher Pages)
- Support and manage Classroom Management database and application
- Manage Parent-Teacher conference scheduler database and schedule conferences
- Manage student health records database (Magnus)
- Maintain and support online digital portfolio system
- Update Emergency Broadcast System
- Author highly detailed technical documentation
- Update and maintain the Catherine Cook technology knowledge base sites
- Manage and maintain inventory and track and tag hardware assets using asset tracking database
- Manage and support Apple products including: 1:1 iPad program, Macs, purchasing, licensing, and administer AirWatch MDM for Apple products
- Manage licensing for Catherine Cook applications (including Adobe and iPad Apps)
- Organize and oversee distribution and collection of student laptops and iPads.
- Design and conduct Professional Development training sessions for faculty, staff, and students
- Provide technical support and repair client devices (iOS, Windows, Android) and software
- Respond to support requests submitted via HelpDesk ticket (email), phone, or in-person, in a timely manner and update tickets via the HelpDesk
- Assist with PC imaging for 1:1 Windows laptops
- Draft and send technology-related email notifications to the Catherine Cook community when necessary
- Work as part of the technology team and assist when necessary

### Required Qualifications

- BA degree (or equivalent technology certifications or experience)
- Minimum 2-5 years experience in technology support (preferably in a school environment)
- Experience in customer service with strong interpersonal skills and ability to work as part of a team
- Experience managing SIS and LMS systems
- Experience working with MDM systems

- Expertise with Apple and generally proficient with PC
- Proficiency with iOS and Windows operating systems.
- General understanding of printer and copier usage and management
- Proficiency with software and apps including: Office, OneNote, Acrobat
- Ability to independently manage multiple complex projects and tasks with strong attention to detail
- Ability to think critically and independently leverage knowledge resources to troubleshoot and solve complex problems quickly
- Eagerness to expand IT skills and abilities by learning and experimenting

### **Preferred Qualifications and Experience**

- Candidates with, or pursuing, a technology-related postgraduate degree
- Technology certifications related to job responsibilities
- Experience with school scheduling, grading, and general registrar tasks
- Advanced experience in database design or administration

Compensation and benefits are competitive and commensurate with education and experience.

Catherine Cook School is an independent school serving more than 570 students from preschool through 8th Grade. Visit [www.catherinecookschool.org](http://www.catherinecookschool.org) to learn more about our school and culture. Catherine Cook School is an equal opportunity employer.

**Please submit resumes in PDF format to:**

Nosson Cohen, Director of Information Technology  
itcareers@ccookschool.org