



Job Description: Technology Services Coordinator

Position Title	Department	Reports to
Technology Services Coordinator	Admin	Director of Teaching, Learning, and Professional Growth
Employment Status	FLSA Status	Effective Date
<input type="checkbox"/> Temporary <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	Early 2023

OVERVIEW OF WOODLAND SCHOOL

Located just west of Stanford University, Woodland is an independent day school that offers a joyful approach to learning in a diverse, respectful, and inclusive environment for approximately 315 students in early childhood through eighth-grade. We have two sections of each grade level K- 8 with class sizes that average from 14-18 per class.

Woodland School specializes in education that inspires students by nurturing each individual’s voice, intellect, and character. With rich content and an emphasis on inquiry-based and student-driven projects, students are empowered and encouraged to be active and engaged learners. Our students’ innate sense of wonder is the foundation of learning at Woodland School. Teachers craft meaningful, multisensory learning experiences which enable creativity, ingenuity, and deep interdisciplinary connections. Students explore and develop complex understandings that engender a sense of self and purpose in the world.

Woodland School’s faculty create a school environment that is as supportive and nurturing as it is challenging, and they embody the core values of the school—stewardship, integrity, curiosity, resilience, equity, and respect. Our teachers apply best practices through collaboration, integrated curriculum, brain-based teaching and learning methods, and continued professional development. Our teachers are themselves learners, constantly searching for ways to improve their practice. A robust professional development program supports our faculty by connecting them to the best practices in pedagogy, curriculum development, educational technology, and student assessment.

Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

POSITION OVERVIEW

The Technology Services Coordinator is responsible for managing a technology program aligned with the vision for technology use at Woodland School. This includes managing the school's IT equipment and supporting all employees and students in the effective use of the school's technology assets. This is a 12-month position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provide in-person, email, and phone support for faculty, staff, students, and parents.
- Troubleshoot and repair Windows and Macintosh OS computer hardware, software and network issues.
- Provide instructional support (including, but not limited to: projectors, document cameras, Apple TVs/Chromecasts, web services).
- Maintain and work with student data, including learning data.
- Create and install standardized images for the deployment, maintenance, and upgrade of devices.
- Maintain documentation for network, user applications, and software.
- Maintain working relationships with all vendors and be up-to-date on system changes and procedures.
- Coordinate with external providers, in particular those supporting Woodland's network capabilities.
- Manage IT support personnel.
- Troubleshoot other systems as needed for Voice-over-IP (VOIP) phone system, Visiplex bell system, security cameras, etc.
- Learn new techniques to improve IT processes.
- Manage budgets related to the school's IT assets.
- Conduct standard school duties (e.g., supervising recess and lunch periods).

MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Troubleshooting and/or managing the repair of Mac OS devices.
- Familiarity with imaging tools for deployment and upgrades.
- Administer user and mailbox accounts in Google Suite.
- Supporting Google apps, MS Office, and some Adobe Creative Suite.
- Knowledge of learning management systems and student information systems such as Schoology and Blackbaud.
- Understanding of educational environments and the ability to meet technology needs specific to educators and students.
- Appreciation for students ages 5-14, and a willingness to participate fully in a school community.
- Strong customer service and communication skills, both oral and written.
- Experience supervising others.

DESIRED QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES)

- Experience with technology integration and the use of ed-tech applications in a K-8 setting.
- Knowledge of networking and network services.
- Ability to manage and query large stores of data.
- Knowledge and expertise to give strategic guidance to a school as it relates to IT infrastructure and assets.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The position can be physically demanding. Reasonable accommodations may be made if requested in advance.

SALARY

The salary range for this position is \$85,000-\$110,000, depending on qualifications and experience.

HOW TO APPLY

Candidates for this position should submit a cover letter, resume, and contact information for a minimum of three references. Please combine all documents into a single PDF and send to <https://ht-jobs.net/zf987uc>.

NOTE

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Woodland School does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin in the administration of its educational or admission policies, financial aid distribution, or other school programs. Woodland School is dedicated to the goal of building a culturally diverse and pluralistic faculty committed to teaching and working in a multicultural environment and strongly encourages applications from candidates who reflect such diversity.

www.woodland-school.org