



Belmont Day School is a pre-kindergarten to eighth grade independent school founded in 1927 by a group of parents committed to providing children with an excellent foundation and many opportunities for creative expression. Our six values of honesty, caring, joy, responsibility, respect, and excellence permeate the culture for adults and children.

IT SYSTEMS SPECIALIST

The IT department is responsible for the planning, maintenance, support, security, and access to devices and tools for learning in our pre-k to grade 8 learning environment. The IT Systems Specialist's (ITSS) primary function is to analyze, test, troubleshoot, and evaluate existing network and internet systems as well as client end-user devices. The ITSS ensures network systems operate correctly with minimal interruption by using a systematic approach for identifying, managing, and assessing security risks and system updates. The ideal candidate must have technical experience supporting a variety of internet applications, security protocols and compliance, networks and operating systems, as well as hardware, software, printers, and storage. The successful candidate must enjoy working in a team-oriented environment, have good customer relations and interpersonal skills, and be able to work with varying levels of user skills. The ideal candidate will also have great troubleshooting abilities and attention to detail. The position requires collaboration with the director of technology on IT projects to ensure the school's technical infrastructure is sound and in compliance with industry standards and the school's academic and administrative initiatives. This is a full-time, 12-month position with benefits. This position reports to the director of technology.

Responsibilities

- Network Infrastructure
 - Develop and maintain local network routers, firewall, switches, or related equipment to optimize performance
 - Define parameters for testing of all systems: routers, switches, or related networking equipment
 - Evaluate local area network (LAN) or wide area network (WAN) performance data to ensure sufficient availability or speed, to identify network problems, to minimize system security vulnerability, or for disaster recovery and eDiscovery purposes
 - Verify integrity of backups and backup systems and analyze network data to determine network usage, disk space availability, or server function
 - Ensure security and privacy of networks and computer systems, as well as maintaining PCI DSS security standards and encryption
 - Configure and maintain Meraki enterprise wireless system and access points
 - Consult with vendors to maintain security, telecommunications, and heating systems
 - Organize and schedule upgrades and maintenance without deterring others from completing their work
 - Manage network access, enterprise antivirus and anti-malware; maintain and support end-user device access
 - Purchase, install and provide logistical support of hardware and software to teachers to promote their effective use of technology in the educational setting (laptops, handhelds, printers, projectors, etc.)
 - Collaborate on strategic initiatives and provide school-wide support of databases and ongoing evaluation of the school technology plan to improve workflow
 - Install and configure appropriate software and functions according to specifications and provide orientation and guidance to users on how to operate new software and equipment
 - Apple Deployment Programs (ADP), Volume Purchasing Program (VPP), and Device Enrollment Program (DEP)
 - Plan, create, test, deploy, and maintain images, application packaging, scripting configuration, and final end-user personalization
 - Maintain logs and manage hardware and software inventories, licenses, lifecycles, and document details in the department's database
 - Identify computer or network equipment shortages
 - Perform troubleshooting to diagnose and resolve problems and attend to help desk tech requests (repair or replace parts, debugging, projection, printing, wifi, database, etc)
 - Maintain records/logs of repairs and fixes and maintenance schedule



- Classroom Support
 - Google Suite for Education Administrator
 - Administer the domain, organization, users and groups, including security settings, access permissions, and matriculation for G Suite and Google Vault
 - Administer 3rd party add-ons including Hapara Teacher Dashboard
 - Chromebook Device management
 - Google App service administration
 - Design, development and scripting of Google sites
 - Faculty sites including the coordination of all-school communication
 - Support the design and development of a parent site in BDSG
 - Google Scripting around Sites and requests including event requests tracking and matriculation
 - Training and support for the parents' association clerk/liason in BDSG

Qualifications

- Degree in computer science, engineering, or relevant field
- Experience working in a school setting
- Enterprise experience supporting wired and wireless networks including Meraki cloud controlled wifi
- OS X server and client support experience, including Deploy Studio and desktop imaging for OSX
- Windows server and client support experience including desktop imaging for Windows
- Excellent diagnostic and problem-solving skills
- Good knowledge of internet security protocols, log analysis, and data privacy principles
- Configuration and troubleshooting of network printers including print servers, hardware, and drivers
- Knowledge of Microsoft Office, Cisco Meraki, FileMaker
- Willingness and capacity to learn new tools and services
- In-depth understanding of diverse computer systems and networks

Please submit a cover letter specific to this position along with a resume to careers@belmontday.org. Materials must be received by 3/15/18.

Belmont Day seeks candidates who will add to the diversity of our community. The school will always be maintained as a nonsectarian institution. The school is an equal opportunity employer. The school complies with all legal requirements in connection with admissions and access to programs, facilities and employment practices regardless of race, color, religion, sex, gender identity, sexual orientation, national origin, genetics, age, or disability.