TITLE
IT Services – iPad Manager

LOCATION NAME
Notre Dame High School - Sherman Oaks

DESCRIPTION
Notre Dame High School is a coed Catholic school in the Holy Cross Tradition. We are currently seeking to fill a full-time position in our IT department for an iPad Manager.

The Notre Dame High School iPad Manager's primary role is to oversee and manage the distribution, collection, maintenance and support of the school's 1:1 iPad (or device) program. The iPad Manager is an important member of the school Technology Department. The iPad Manager also serves to assist the Director and department as necessary in the support and maintenance of computer systems, desktops, and peripherals as needed. The position is a full-time, classified, exempt staff position.

iPAD PROGRAM RESPONSIBILITIES
- Mobile Device Management (MDM) experience.
- Purchase, configure, distribute, collect and store devices and accessories.
- Troubleshoot, repair or send for Apple Care support (replace as necessary).
- Manage JAMF software.
- Manage devices with MDM and Casper Focus
- Configure iPad restriction profiles
- Enroll and maintain Apple Deployment Program, including creating Apple ID's.
- Create content (Powerpoint/videos for students and parents).
- Purchase apps and books with volume purchase program.
- Upgrade or update MDM and IOS systems as necessary.
- Provide daily support to students, faculty and parents.
- Provide training on JAMF and Casper Focus to teachers and staff.
- Troubleshoot Blackboard issues.
- Manage Google accounts/emails.
- Moderator/Trainer of iKnights (student technology support group).
- Monitor and revise Acceptable Use Policy as necessary.

OTHER/GENERAL PROGRAM RESPONSIBILITIES
- Assist Director of Technology as necessary to perform hardware, networking, and general I.T. support and services.
- Serve on the Technology Committee and assist in the formation and achievement of the school technology plan.

- As a Holy Cross school, Notre Dame's mission is to "educate hearts and minds." As such, in addition to job responsibilities, all faculty and staff are expected to participate in the life of the school in support of the school's mission.

REQUIREMENTS

Ideal candidate will meet the following requirements:

- Knowledge and experience with Apple lOS software and devices.
- Knowledge and experience with Apple OSX software and devices.
- Knowledge and experience with Microsoft Windows software and devices.
- Knowledge and experience with TCP/IP networking, wireless systems.
- Knowledge of network and PC hardware, including Microsoft platforms.
- Hands-on hardware troubleshooting experience.
- Equipment support experience with PC's.
- Working technical knowledge of current network protocols, operating systems, and standards.
- Ability to operate tools, components, and peripheral accessories.
- Able to read and understand technical manuals, procedural documentation, and OEM guides.
- Working knowledge of social media, design and web-based marketing (preferred).

PERSONAL ATTRIBUTES
- Effective interpersonal skills and relationship-building skills.
- Ability to present ideas in user-friendly language.
- Understanding of the organization's goals and objectives.
- Self-motivated and directed.
- Keen attention to detail.
- Analytical and problem-solving abilities.
- Ability to effectively prioritize and execute tasks in a high-pressure environment.
- Ability to work in a team-oriented, collaborative environment.
- Ability to carry or lift equipment up to 25 pounds.
- Current driver's license and ability to drive for occasional pick-up or drop-off of supplies/ equipment.
- Strong customer service orientation.

Interested individuals should submit a resume, cover letter and the NDHS Employment Application form to jobs@ndhs.org.