HANAHAU'OLI SCHOOL
Position Description

IT Specialist

Hanahau'oli School, a reputable JK-6th grade progressive school in Honolulu, seeks an outstanding, part-time (20 hours a week) IT specialist for immediate hire to support the technology operations within the institution. The IT Specialist, under the direction of the Director of Curriculum and Innovative Technology, is a member of the administrative team but will work closely with both teachers and administrators. This position is primarily responsible for maintaining the functionality, security, and uptime of critical technology systems such as the campus wired and wireless networks, virtual machine and storage infrastructure, and communications systems (telephone, email, website, intranet).

PRIMARY RESPONSIBILITIES

Technology Management & Support

- Provides technical assistance and support to all faculty and administrative staff as well as students.
- Installs, configures and maintains personal computers, mobile computing devices and related peripherals for faculty, staff and students.
- Performs and oversees software installation and upgrades.
- Works with decision-makers to identify, recommend, develop, implement, support, and evaluate cost-effective technology solutions for all aspects of school operations. Develops plans, statement of works and request for proposals.

Network Administration

- Configures, installs, maintains and supports network switches (Cisco), routers, access points (Aruba), servers (Dell PowerEdge).
- Administers multiple virtual machines running critical applications.
- Coordinates system backups, data archiving, and disaster recovery planning.
- Regularly evaluates and maintains or improves the security posture of campus systems and network infrastructure.
- Provides user-level network services including assigning accounts and passwords, setting permissions, and assisting faculty, staff and students with network access.
- Sets up and maintains iPad deployment services.
- Documents all aspects of campus systems and network infrastructure as well as key processes related to its operation and maintenance.

Website Administration

- Administers, manages, and maintains school website and intranet.
- Builds and deploys online forms for data collection.

SKILLS & QUALIFICATIONS

Minimum Qualifications:

1. <u>Education & Experience</u>: Bachelor's degree required or the equivalent in work experience or self-study. A minimum of 3-5 years providing related support, training, and services.

2. <u>Skills and abilities</u>:
   - Technical knowledge of Macintosh and PC hardware and peripherals.
   - Administration level proficiency in the use of Mac OS X and Windows operating systems.
   - High-level experience and depth of knowledge of Apple client software deployment and licensing.
   - Ability to implement, administer, and manage Windows servers in a virtualized environment (Windows Server 2008 R2, Windows Server 2003 R2, and Windows Server 2008 HV).
   - Understanding of TCP/IP, FTP, SMTP, WWW, POP, IMAP, and other common protocols.
   - Ability to maintain school infrastructure including deployment of accounts, backups, updates, and repairs.
   - Experience with managing Microsoft Active Directory.
   - Experience with Microsoft Exchange.
   - Ability to lift, carry, push, or pull up to 40 pounds.
   - Excellent problem-solving skills and an ability to manage multiple concurrent projects.
   - Ability to collaborate and communicate effectively.
   - Ability to keep information secure and in the strictest of confidence.

3. <u>Licensure, Certification, and/or Registration:</u> Cisco certified (or equivalent), Microsoft certified and/or Apple certification helpful.

Preferred Experience:
- History of work in the field of education
- Experience with G-Suites
- Experience with Student information systems such as RenWeb and administration systems such as Blackbaud.

BENEFITS
- Flexible schedule between the hours of 7:30 am to 4:00 pm, and occasional evenings or weekends.
- Health insurance
- Professional development

TO APPLY

- Submit a cover letter and resume to <u>lwoo@hanahauoli.org</u> with "IT Specialist" in the subject line.