



ST. ANNE SCHOOL

JOB DESCRIPTION

Technology Support Specialist

RESPONSIBILITIES:

- Act as a role model of professionalism in a Catholic environment.
- Support the philosophy, policies, goals of the school, as well as the decisions made by the Board of Directors and Administrators.
- Ensure the health, safety and welfare of all students.
- Hold in strict confidence all matters pertaining to school.
- Adhere to all policies and procedures as outlined in the Parent/Student Handbook and Employee Handbook.
- Attend faculty and administrative meetings as needed.

DEFINITION:

Under general supervision, provide technical software, hardware and network problem resolution to all school computer users by performing question/problem diagnosis and guiding users through step-by-step solutions; clearly communicate technical solutions in a user-friendly, professional manner; provide one-on-one end-user training as needed; assist Director of Operations and IT Managed Services Provider; troubleshoot network printer problems; conduct hardware and software inventory, student information system data maintenance and reporting; and perform related work as required.

The Technology Support Specialist works alongside the IT Managed Services Provider to assist with Help Desk requests as required to resolve problems in person.

Each Classroom is equipped with an interactive white board and various other peripherals. We expect that the ideal candidate will be adept at troubleshooting issues with Macs, iPads, printers and A/V equipment, effective at communicating with adults and children, collaborative, organized and motivated.

DUTIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature.

- Respond to help desk requests via ticketing system, telephone, and email
- Ability to remain calm and supportive with users in the midst of a technology "crisis"
- Ability to work with individuals with a range of technological expertise in a courteous and professional manner

- Install, configure, and maintain software, hardware, and related peripherals
- Troubleshoot and resolve hardware, software, printing, phone, and A/V problems
- Provides level 1 support for MacOS and Windows client software and related programs
- Issue and track inventory and deployment of laptops and tablets
- Maintain hardware asset inventory
- Interactive Whiteboard (Epson/SmartBoard) and Projector hardware/software support
- Provide A/V support for school functions as needed
- One-to-one and group training
- Other projects/tasks as assigned

REQUIREMENT:

- Working knowledge and experience with computer hardware and software setup, repair and troubleshooting in an Apple (MacOS & iOS) and Windows environment
- Familiarity with MacOS
- Familiarity with Google Drive/Docs
- Ability to troubleshoot physical networking/connectivity issues
- Ability to work and communicate effectively in a team situation
- Excellent written and oral communication skills
- Excellent customer services, time management, interpersonal and organizational skills
- Self-motivated and able to multi-task and effectively prioritize and execute tasks in a fast-paced environment

PREFERRED EXPERIENCE:

- Maintaining Apple Macs, iPads, and Microsoft Windows devices
- Google Workspace
- Blackbaud's Education Management software
- Troubleshooting Printers
- A/V troubleshooting

PHYSICAL DEMANDS AND WORKING ENVIRONMENT:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight or up to 40 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information. Ability to climb stairs, walk, and sit for extended periods of time. The ability to climb a ladder for purposes of inspection of equipment when necessary.

Vision: See in the normal visual range with or without correction. Ability to read printed matter and computer screens.

Hearing: Hear in the normal audio range with or without correction. The ability to hear and speak to conduct group training and to exchange information in person,

electronically and on the telephone. The ability to understand speech at normal levels.

Hours: Twelve month, hourly; non-exempt employee, Schedule C

Reports to: Information Technology Manager

This is full-time position as we're looking for an hourly, non-exempt positions starting at \$20 an hour up to \$23 an hour depending on education and years of experience. Please send a cover letter, resume, and college transcripts to the Director of Human Resources, Melissa Vergara at hr@st-anne.org.