



The mission of Classical Preparatory School is to pursue academic excellence and character enrichment through rigorous, content-rich curriculum, imparting to our students the ability to excel and a desire to continuously pursue learning throughout their lives.

Information and Technology Specialist

POSITION SUMMARY:

The Information and Technology Specialist supports the mission of the school by assisting the administration across all 3 campuses in the oversight, maintenance, repair, and planning of the school's technological equipment and software programs. The Information and Technology Specialist should regularly check in with the Upper School Dean, Lower School Dean, and VPK Director as well as seek their counsel on any major decision or action. This position requires initiative, exceptional organizational skills, excellent interpersonal and communication skills, and a team player attitude. Although it is anticipated that the Information and Technology Specialist's duties will concern the school's administrative tasks and daily operations, he or she may at times serve additional roles not previously expected.

MAJOR RESPONSIBILITIES:

- Support administration with all aspects of testing, including annual, benchmark, and regular assessment.
- Provide technical support to staff.
- Set up/train all new staff members with appropriate permissions / equipment / software.
- Manage and support with AV/sound equipment.
- Support administration and staff with Gradebook software; work closely with data entry operator.
- Ensure computer and related equipment in the school is working properly; arrange for needed and preventative maintenance as well as setting up blocking permissions for web searches on computers.
- Troubleshoot problems with computers and other equipment; assist users with full utilization of available hardware and software.
- Assist teachers with supervision of class while working in lab situation or on computer related projects.
- Perform simple installations of computer software and hardware as well as ensure antivirus software is up to date; maintain complete inventory of computers and related hardware.
- Provide timely resolution of computer problems by providing answers or referrals.
- Assists with maintenance and upkeep of website and social media as needed.
- Build personal rapport with staff.
- Other duties as required.

REPORTS TO:

Headmaster

QUALIFICATIONS:

- Must have good interpersonal skills and familiarity with the school as an organization. Must work effectively with and collaborate with the Headmaster.
- Is self-motivated and willing to serve.
- Must have a comprehensive knowledge of computers, other technology equipment, and software.
- Must possess a fundamental understanding of Classical Preparatory's values and mission.
- Good organizational and communication skills.

SCOPE OF INTERPERSONAL CONTACTS:

- Headmaster
- Staff
- Parents
- Students

SALARY: DOE