

**Title:**Technology Support Coordinator

**Classification:**Full-time

**Reporting Relationship:**Reports to Principal

**Duties and Responsibilities:**

• Teach computer/technology classes to elementary school students at the request of the administration. In cooperation with teachers, responsibilities will include creating assignments within Google Classroom, instructing students how to use all Google apps, teaching computer safety, and introducing coding.

• Instruct STEAM classes (6th-8th grade) using a variety of hands-on projects and tech-based assignments.

• Assist with all school chapels & musicals by gathering materials from teachers and speakers, preparing slides for presentation, and assisting A/V crew member as needed with preparation.

• Be first point of contact for faculty and staff on technical support issues; troubleshoot and complete simple repairs and software re-installations.

• Inventory, order, maintain, update, and diagnose issues with technology devices (iPads, Chromebooks, Macbooks,etc) as needed.

• Support Community Presbyterian Church with Mac and PC related issues if/when necessary.

**Qualifications and Experience**

• Commitment to active, personal, growing faith in Jesus Christ.

• Excellent people skills and proven ability to work in a team.  Must enjoy working with students and adults of all ages.

• Technical degree, bachelor’s degree in computer technology, or valid teaching credential preferably with three years supporting technology in a school setting.

• Expert administrative knowledge of Google Apps For Education (GAFE). Must be able to create and edit user accounts, troubleshoot issues that may arise with Google apps for teachers and students.

• Possess expert knowledge of Macs and Apple OS. Ability to troubleshoot issues that may arise with all Mac OS related issues for teachers’ laptops and office workstations. Must have experience with wireless connectivity via Apple products and Apple TV (Airplay streaming, Airdrop).

• Have prior knowledge, or willingness to learn school software systems including RenWeb/FACTS, NetOp Vision virtual desktop, and Securly content filter.

   • Ability to lift (up to 50 lbs.) and move computers and peripherals around a large campus.