

# TECHNOLOGY SUPPORT TECHNICIAN



## **Description:**

Under the direction of the Technology Director:

- Assist with hands-on, day-to-day repair and maintenance of school computers and devices
- Focus on providing technical support for classroom technology troubleshooting
- Handle user support requests (tickets) for staff
- Manage Help Desk requests from students
- Organize, store, and inventory all technology equipment
- Conduct data entry, file records, and organize and maintain the Student Faith Portrait process

## **Qualifications:**

- Education/Experience Preferred
- Commitment to the mission of Christian education
- Familiarity with Google Drive applications, Apple products such as laptops, iPads, Apple TVs, and classroom technology equipment such as projectors.
  
- Work Skills
  - Exceptional organizational skills
  - Effective written, verbal and listening communication skills
  - Problem solving
  
- Personal Traits
  - Faithful follower of Jesus Christ, active church member
  - Enthusiastic, friendly, cordial personality
  - Ability to be an active, contributing member of a school community
  - Detail and task oriented
  - Demonstrates flexible behavior
  - Conscientious, dependable
  - Self-directed, responsible, cooperative and well-organized
  - Desire to learn

**Reports To:** Technology Director and Principal

## **Terms of Employment:**

- Weeks of Employment:
  - 2 full weeks before teachers return, 2 full weeks after school is dismissed
  - Part-time employment during the school year, approximately 20 hrs/week
- Benefits Per Policy Manual

**Compensation:** Hourly