

IT Tech Coordinator Job Posting: 2020-2021

Waring School, a 6-12 liberal arts & sciences high school in Beverly, MA, seeks a part-time IT/Tech Coordinator (80-90%, 32-36 hours/weekly) who is an expert in the field and passionate about education.

The ideal candidate is a life-time learner who thrives in a small learning community and is passionate and curious. The ideal candidate is an expert in all relevant facets of school/organizational IT/tech including the Apple platform (Waring is an Apple campus). The ideal candidate has worked with students of middle/high school age (preferably has taught school children) and had experience in school tech work. The ideal candidate is nimble, able to work on a campus with a mix of old and new buildings/infrastructure, and is able to balance the role of technology in a school that values discussion, relational learning, books, pens and pencils and sketchbooks.

We could envision a candidate who could help in our STEM arena, too, in any number of areas.

A BA/BS or equivalent is required.

Waring School offers salary commensurate with experience and competitive benefits. As an equal opportunity employer, Waring seeks to increase the diversity of the community and is committed to maintaining an equitable and fulfilling workplace environment.

Waring is a small community of motivated and eager teachers and learners. Being part of the Waring community is desirable and enhanced by participation in ancillary aspects of the program (Camping Trip, All-School Meeting, Endterm, Teaching opportunities) as reasonable. Time and days would align with the administrator vacation schedule (6 weeks vacation yearly) with flexible hours during teaching vacation cycles (e.g summer).

Job Description:

80%-90% time/32-36 Hours weekly/Year-Round with 6 weeks administrative vacation

Reports to the Head of School; works with all other teams/faculty as appropriate: Librarian, Business Manager, Associate Head of School, Faculty, Board of Trustees, parents etc.

Campus IT Equipment

- Manages/installs/oversees campus network, servers, computers, telephone systems, backups, emergency notification system, cloud infrastructure
- Runs/installs/oversees/manages other tech equipment: projectors, AppleTV, audio systems, telephones, printers, etc.

Budget

- Oversees Technology budget as set with Head of School/Business Manager

- Oversees Tech spending allowances for Faculty/Staff in collaboration with the Associate Head of School

Outside Vendors

- Works with Comcast, National Grid, Google, and other companies to maintain all tech systems/subscriptions on campus
- Serves as a liaison with vendors for warranty repairs and software support

Students/Faculty

- Oversees student and faculty email and computer accounts, G Suite, Google Classroom, LDAP, MDM, etc.
- With Dean of Students, informs, implements and oversees the Waring School Technology Acceptable Use Agreement for students.
- Assists Faculty on tech issues that arise around: Student Evaluations, logins, Google Classroom, etc.
- Provides hardware and software support for Mac, Windows, and Chrome OS and a wide variety of software applications
- Works with Head of School to update Handbook policies and procedures in Tech

Classroom Tech

- Helps faculty with tech issues (perennial and ad hoc) that arise in the classroom (AV needs, Google Classroom, Google Drive, wifi, printing, projection)
- Works in tandem with other teams (e.g. Performing Arts staff and Theater Tech team as appropriate)

Special Events/Presentations/All-School Meeting

- Oversees tech needs for special events and presentations
- Works with Board of Trustees Secretary to ensure Board tech needs are fulfilled (e.g. conference calling, AV, etc.)
- Attends All-School Meetings and ensures working Tech/AV for guest speakers, etc.

Field Trip Support

- Equips field trip chaperones - domestic and abroad - with tech assistance in advance of trips to ensure success

Professional Development

- Attends IT conferences and webinars as appropriate

Whipple Hill/Student Information Systems and Platforms/Databases

- Works with Academic Administrator, Associate Head/Head of School, Business Manager, College Counselor, Advancement Director, and others as appropriate to ensure good working Student/Parent Information Systems

Buildings and Grounds

- Works in tandem with Building & Grounds Director as appropriate (e.g. during construction and renovation, installation of new tech equipment, etc., coordinates two budgets — tech and B&G as appropriate)

Meetings

- Attends Weekly Faculty Meetings (Thursdays 3:30-5:30pm)
- Attends Administrative Team meetings
- Assists with Tech for other meetings as appropriate
- Meets with supervisor (Head of School) monthly

Off hours/evenings/weekends/vacations

- Ensures there are plans in place for Tech issues that may arise during off-hours (e.g. appointing an on-campus resident as point-person for equipment restart after outage.)

Annual Review

- Will receive annual review from Head of School with faculty/student survey input

School Life

- Takes part in the totality of the Waring experience reasonably at part-time hours, including but not limited to: Camping Trip, events, Endterm, etc.

Skills necessary for the position:

- Able to provide training to a range of different ability levels
- Effective written and verbal communication skills
- Strong analytical, organizational, process, and problem-solving skills
- Ability to support a diverse population of faculty, staff, and students with varying levels of technical knowledge
- Self-starter and self-learner
- Ability to lift and move equipment up to 50 pounds, climb ladders and install overhead items, and perform work in a prone or crouching position

Experience or proficiency with the following preferred:

Experience (or Proficiency) with the following preferred:

- Enterprise wifi (Ubiquiti Unifi platform)
- G Suite for Education (especially Google Classroom, Chrome device management)
- SonicWall firewall (UTM)
- Mosyle Manager MDM
- Alcatel-Lucent OXO Connect VoIP platform
- Synology backup
- Apple AirPlay
- Windows 10

- VMWare Fusion
- Blackbaud / Whipple Hill
- Managed print services
- Network management: DHCP, DNS, VLANs, fiber optic

Salary is commensurate with experience. Comprehensive benefits package included, including retirement plan with match, health, dental, vision and life insurance, and Waring 50% tuition remission for dependent children after one year of service. Six weeks paid vacation time includes one week during December break, one week during spring break, and four weeks in the summer.

Application Process:

Applications accepted until May 1, 2020. To apply for this position, please submit a cover letter and resume to:

Tim Bakland, Head of School

Waring School

35 Standley Street

Beverly, MA 01915

Email: tbakland@waringschool.org

Waring School is an Equal Opportunity Employer.