POSITION ANNOUNCEMENT: Technology Support Specialist

City and Country School, an independent, non-sectarian day school enrolling approximately 370 children ages 2-13, seeks a full-time Technology Support Specialist

ABOUT CITY AND COUNTRY

Founded in 1914, City and Country School is a coeducational independent, progressive school in Greenwich Village. Children at City and Country develop responsibility and a strong sense of community through group experiences such as block building and work with other open-ended materials in the Lower School, and group jobs in the Middle and Upper School. Through trips, books, and opportunities for other first-hand experiences, children learn to ask questions and conduct meaningful research. We believe the teacher's place is alongside the child, posing questions that elicit imaginative thinking, problem-solving and decision-making in pursuit of a deeper perspective.

An underlying respect for children, the group process, and a social-studies driven, interdisciplinary approach are among the hallmarks of our program.

THE POSITION AND RESPONSIBILITIES

City and Country School is seeking a dynamic applicant, qualified Technology Specialist whose primary responsibility will be supporting the school's educational technology tools, systems and infrastructure. Specifically, the Technology Specialist will provide support as part of a two-member technology team at our West Village campus (grades PreK - 8). Duties include, but are not limited to, the following:

School wide Tech Support

- Provide technology support to all school constituents on all technology-related issues. This includes hardware and software installations, network and general usage issues for Mac and Windows operating systems.
- Maintain and randomly test automated backups
- Support School 1:1 device program which supports both Apple and Chromebooks.
- Desktop and laptop repairs at the Apple Store
- Keep network port mapping up-to-date (quarterly)
- Projector installation and maintenance
- Printer management and maintenance
- Resolve copiers issues
- Keep Hardware Inventory up-to-date
- Tech set-up for School’s events
- Knowledge of GAE is a plus
- Coordinate computer and laptop relocation
- Assist in special summer computer projects
- Coordinate with wiring vendors over the summer
- Work closely with the Tech Committee
- Occasional weekend hours
Facilities Tech Support

- Coordinate installation and maintenance of security cameras
- Issue Student and faculty School IDs
- Manage key access to the building
- Manage apps for facilities remote access
- Manage telecommunication system VoIP
- Coordinate phone extension moves and additions
- PA systems
- Meet with vendors and coordinate installation
- Explore the latest trends in School’s safety and securities.
- Work closely with Building and Grounds Manager on coordinating

PROFESSIONAL REQUIREMENTS

- Experience providing tech support to a broad constituent’s base
- Detailed knowledge of Mac Hardware and Operating Systems including: imaging, program troubleshooting, internet and network settings, system files, backup programs, peripherals and program integration.
- Experience troubleshooting hardware and software issues for Mac, Windows and Chromebooks environments
- Experience with Google Apps for Education
- Excellent organization and project management skills
- Excellent analytical skills and able to multitask
- Preferred experience in educational environment
- Excellent verbal and written communication skills
- Ability to work independently and collaboratively with a team.
- Bachelor’s degree is required

COMPENSATION

City and Country School offers a competitive compensation package, commensurate with level of experience, plus benefits.

NOTICE OF NONDISCRIMINATORY POLICY

City and Country School is an Equal Opportunity Employer with interest in developing diversity within the faculty and student body. City and Country School does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, gender identity or expression, marital or familial status, national origin, citizenship, or disability.