Technology Ninja - Part-Time

Job Description

Berkshire Country Day School seeks an energetic and positive professional who enjoys working in a collaborative school environment to support the School's use of the Google Education suite platform and technology throughout the School's operations. This part-time position will be an integral member of the staff and school community, and hours can be flexible within the framework of a school day. This position is both forward-thinking and hands-on, ensuring that the School's technology platforms operate smoothly on a daily basis and providing recommendations for best practices for school technology and operations. Opportunities for teaching technology, Google Suite skills, or Robotics possible based on experience. Must be a collaborative colleague to faculty and staff, and comfortable working with students aged 8-13. This position is perfect for an individual seeking a part-time position in a cohesive community and/or a retiree with a background in technology. As a small school community, we are looking for a confident and collaborative colleague with knowledge and/or familiarity with the following position description:

Academic and Administrative Support

- Provide ongoing support to administration, faculty, staff and students. Register faculty and student devices annually and monitor wireless networks for unauthorized devices.
- Educate and train faculty and staff to use equipment and applications including Google Education Suite, projectors, audio equipment, Apple TV's, etc.
- Manage set-up of some school calendars.
- Manage the school system of printers, including the replacement of printers, toners, and drivers as needed. Report on monthly usage of leased printers.
- Maintain the phone system, phone extensions, and programming
- Provide immediate response for a wide range of potential issues including and not limited to server crashes; power and phone outages; computer, ethernet, wireless failures; bandwidth, APC or fiber connection failures; and, of course, printer problems.

Software

- Maintain application software and updates for LibraryThing, Typing Club, Symantec, and any other applications acquired by BCD. Manage licensing and renewals for all products and domains.
- Manage Google Education Suite including the maintenance of the employee directory and Gmail school population. Build and maintain security groups in the active directory and manage a majority of email groups. Maintain file permission on the servers.
- Manage VPN and DCHP reservations, if required.
- Implement and manage the use of FACTS Admission and Enrollment, and assist with the conversion to the FACTS SIS platform. Administration software, currently being implemented, and other software products as needed.
- Manage the phase-out of the student information system, Sycamore, including student registration, school year configurations, generation of transcripts and report cards, and other regular administrative functions.
- Manage the use of PCs, MACs, and all computer inventory on campus, repairing and replacing as needed. Update software, perform Microsoft OS upgrades and performance tune computers, and run antivirus and malware scans.

Infrastructure/Hardware

- Install, upgrade and maintain server software and hardware for computers and servers on campus. Implement and manage virtual images on the servers as needed. Create and maintain server backups.
- Oversee SonicWall configuration, monitoring, report generation, and rules (allows and blocks). Configure reporting and review for internet usage and security.
- Manage and update Cisco and Ubiquiti software and configuration for wireless access points, switches, bridges, UniFi wireless controller, phones, network, and printers.

Required Skills & Capacities

- Three to five years of related experience, preferably in an independent school or other not-for-profit environment.

- Superior organizational skills, analytical skills, and a detail-oriented work style.

- High level of proficiency in Microsoft Office and Google workplace.

- Proficient in school systems.

For consideration, please send your resume and a cover letter detailing your experience and interest to Heather Brock-Hearn, Business Manager, at hbrockhearn@berkshirecountryday.org. BCD is committed to providing equal opportunity to all qualified persons and is vigilant to safeguard against any unlawful discrimination against any individual. All employees of the School must agree to a background check.