

**Our Lady of Peace Catholic School
Technology Coordinator
Part time position**

Our Lady of Peace Catholic Grade School in Darien is seeking a qualified self starter to manage the daily technology needs of the school. This position is a part time hourly, non benefited position requiring up to 20 hours per week.

ESSENTIAL JOB FUNCTIONS:

1. Support Windows, Google Chrome, Apple iPad Ecosystem environment.
2. Assist teaching staff with implementing any program changes and/or new software application introductions.
3. Exhibit high quality communication with all staff, students and families.
4. Support end user requests and act as liaison between end user and technology resources.
5. Manage front line tech support help desk in the way of diagnostics and triage of issues.
6. Assist with technical questions regarding instruction and operational technology issues.
7. Responsible for the continued functioning and maintenance of all Smart Boards, ceiling mounted projectors, laptops, printers, Eno Boards, iPADS including ordering all necessary supplies.
8. Create and maintain test environments for all new network wide programs as well as local programs.
9. Oversee user and data management of all PreK-8 online testing software such as MAP.

Perform other duties as assigned.

SKILLS, KNOWLEDGE, ABILITIES:

1. Maintain high standards of ethics and integrity.
2. Knowledge of applicable federal and state laws regarding education, students, and staff.
3. Organize and coordinate work.
4. Develop and implement projects.
5. Work collaboratively with a variety of stakeholders with various communication methods.
6. Organize multiple tasks and conflicting time constraints.
7. Establish and maintain cooperative working relationships with others contacted in the course of work.
8. Assist with the implementation and delivery of professional development for teaching staff.
9. Anticipate and address problems that may arise in a resourceful and consistent manner.
10. Use computer network system and software applications as needed, including Microsoft Office products and Google Apps for Education.

PHYSICAL ABILITIES: Works in standard office and school building environment

EDUCATION/LICENSURE/QUALIFICATIONS PROFILE:

Solid and diverse support experience

Prior successful experience working in web-based applications or systems

Prior successful experience in working in an online space preferred

EQUIPMENT: Use standard equipment such as personal computer, printer, iPad, Chromebook, Eno board, Smart Board, document cameras.

Please email resume to Kellie Moore, Business Manager at Kmoore@olopdarien.org