



# The Cambridge School

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## Job Announcement

Job Title: IT Specialist/ Audio Visual Technician  
Department: Operations  
Reports to: Business Manager  
Hours: Full-Time (40 hours/week)

### Position Summary:

The Cambridge School is looking for an AV Tech/IT Specialist who will oversee computers and other technological systems for The Cambridge School faculty and staff. The candidate will maximize technology systems' capabilities in all aspects to ensure seamless transitions between all activities in the classroom including checking and cleaning up laptops, configuring projectors, and providing support for all technological aspects of the classroom and office. The AV Tech/IT Specialist will offer internal assistance and work directly with the faculty and staff, but also serve as a liaison for AbTech Technologies Inc., our outsourced remote IT department, with any email, connectivity or computer issues that arise. The AV Tech/IT Specialist will also operate and maintain equipment used to amplify, record and display sound and images at school events. Support for events may include evening and weekend hours.

### Essential Functions:

These essential functions include, but are not limited to

### Provide Support:

The main duty is to offer assistance to computer and A/V system users. This may be with laptops, printers, scanners, projectors, webcams, microphones or any other item that is used by the staff and faculty both on campus and whenever online teaching is involved. The AV Tech/IT Specialist will generally track all instances of support and follow up with the users and their issues.

### Maintain and Upgrade Systems:

AV Tech/IT Specialist is in charge of keeping current systems updated and running smoothly. They should be aware of the status of the laptops and are tasked with upgrading the system and its components when the need arises AV Tech/IT Specialist should be in consistent communication with AbTech to ensure an effective flow of work. They will conduct research and provide cost analysis data when upgrading or purchasing new hardware, software or equipment. They will also need to track warranty periods on computer assets and submit claims when necessary.

### Audio/Visual Responsibilities:

- Networking solutions and troubleshooting wifi and internet issues
- Inventory and management of all audio equipment including but not limited to:
  - Sounds boards
  - Cables

- Mics and stands
  - Speakers and stands
  - Direct boxes
  - Power cords
- Inventory and tracking of hardware including but not limited to:
    - Laptops
    - Printers
    - DocuCams
    - TVs
    - Webcams
    - Projectors
    - Monitors
    - IPads
    - Microphones
    - Computers for student use
  - Inventory and Management of all software/online applications including but not limited to:
    - Schoology
    - Naviance
    - Zoom
    - RenWeb
    - Quickbooks
    - Kindful
    - FACTS
    - Nozbe
    - Slack
    - Gmail
    - Outlook
    - Google Drive
    - Auction MaestroPro
    - Web hosting/security
    - Wordpress
    - Vimeo
    - Youtube

### **Qualifications and Skills:**

- Bachelor's degree required; major in computer science or related field preferred
- 3+ years of experience working in an IT role
- Working knowledge of common information technologies and systems
- Able to manage multiple projects simultaneously while maintaining high customer service standards
- Able to communicate complex concepts to a general audience
- Skilled in troubleshooting common IT problems
- Excellent written and verbal communication skills
- Experience working with audio and video equipment (cable boxes, AV receivers, media players, microphones, power speakers, etc.).

### **Physical Requirements**

High frequency of computer keyboarding, high frequency of viewing a computer monitor, should be able to sit for extended periods of time.

*The above statements are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all job duties performed by the incumbent in this*

*position or any person subsequently hired for this position. The Head of School reserves the right to revise or amend duties at any time.*