Employment Opportunity

Job Title: School IT Specialist
Job Type: Full-Time Exempt 12-month position
Department: Operations
Reports to: Business Manager
Salary Range: $60K-$110K depending on experience

OVERVIEW

Would you like to your valuable IT skills go to work in service of a compelling educational mission? Are you looking for a vibrant workplace culture and community and the opportunity for meaningful work? If so, we might have just the position for you!

The Cambridge School is a flourishing Junior Kindergarten through 12th grade classical Christian school in the San Diego region and an employer of choice among private schools in the area. Teaching children to think and reason, The Cambridge School is equipping students to know, love, and practice that which is true, good, and beautiful and is preparing them to live purposefully and intelligently in service of God and neighbor. To learn more about The Cambridge School, visit us at www.cambridgeclassical.org.

We have an immediate opening for a School IT Specialist. Unlike many other schools, we are an intentionally no-tech school for our grammar school students and intentionally low/minimal-tech even with our upper school students. This means that unlike most school IT specialists, we do NOT have a 1:1 Chromebook or iPad program to maintain and explain, and classroom technology that has become very common in recent years, especially during COVID, is NOT a regular part of our student experience.

That said, the faculty and the administration have more IT support needs for the various academic and administrative software they use to teach and operate the School. Therefore, the role of the School IT Specialist is to support all the back-end school IT needs—helping to keep daily operations running smoothly and seamlessly via technology, managing online security and safety, set-up of new laptops/computers for faculty/staff, day to day troubleshooting for our faculty, staff, and occasionally students as needed, and coordinating the launch of new technologies as various departments adopt them. We would prefer that our School IT Specialist would also have the skills to help manage both classroom and event audio-visual needs.

Successful candidates will wholeheartedly agree with the School's Statement of Faith, Mission, and Vision, and will serve as a positive influence within the culture and community of the School. In addition to having prior IT experience in school/academic settings, ideal candidates will be an excellent team player, a big-picture thinker/problem solver, and systems-oriented as we are a growing school.

If you are interested in pursuing this unique opportunity, please send a letter of interest and résumé to careers@cambridgeclassical.org.

Some General Duties of the School IT Specialist:

- Create solid IT systems for a school that is intentionally low-tech with students but higher-tech among the adults.
- Manage online security and safety and ensure uninterrupted internet connection.
- Manage the server.
- Set up new laptops/computers, emails and online access for new and returning employees.
- Day to day troubleshooting of the copiers, laptops, AV equipment, docucams etc. for faculty, staff and occasionally students.
- Create and maintain an inventory of all technology equipment.
- Update technology as needed
- Coordinate the rollout of any new technologies/software for administrative and academic use.
- Manage event AV.

General Qualifications:

- Demonstrated experience working with end-user technical support in a school setting in a responsive, helpful, courteous, and tactful manner leading to timely and appropriate problem resolution or escalation.
- Must be able to work independently and within a team, be naturally motivated, organized, detail-oriented, and generate creative solutions.
- Exceptional project management and execution skills.
- Demonstrated knowledge and trouble-shooting experience with Microsoft Windows, Mac OS, Apple iOS required.
- Experience with G-Suite for education required.
- College or master's degree in a related field preferred in addition to certificates, technical, or on-the-job training.
- Ability to physically lift and carry technology equipment (approximately 40 lbs.).
- Independent school experience preferred.
- Effective verbal and written communications skills.
- Strong interpersonal skills.
- Adherence to the highest level of professionalism by demonstrating honesty, integrity, maturity, and discretion.