



**Open Position:** Technology Coordinator

**Position Type:** Full-time

**Start Date:** September 1st, 2022

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy (NJA) is a K4-8 co-ed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college, and life.

Through a holistic education program, NJA strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), NJA transforms students to become men and women for and with others.

**Position Summary:**

The Technology Coordinator is responsible for the oversight and daily management of the school’s technology including hardware, software, and network infrastructure. This position also provides primary technology support across all Tiers, interfaces with vendors and MSPs, and guides the direction and development of Technology at Nativity Jesuit. The Technology Coordinator works with academic, finance, development, security, and other administrative personnel to develop, implement, and support technology in all areas of the school.

**Position Duties:**

- Develop and implement the school’s technology program with emphasis on integration of technology into the school’s curriculum.
- Manage, administrate, and maintain the 1-to1 Chromebook program.
- Oversee technology training and development for faculty, staff and students.
- Serve as primary support in all related areas of technology for faculty, staff and students.
- Maintain business and school-related software systems including, but not limited to, student information systems, financial, communication, testing, and web systems.
- Manage and plan the lifecycle of IT assets and resources including planning, purchasing, deployment, configuration, tagging, inventory management, support, and monitoring.
- Secure all network resources both physically and virtually, including anti-virus, firewalls, and system updates.

- Protect students and other resources using Internet filtering and maintain/update that system continuously.
- Maintain employee and student accounts in Active Directory, Google, and other systems.
- Maintain IT equipment such as computers, printers, copiers, projectors, and televisions.
- Plan and manage the Mitel telephone system and all related components, including voicemail.
- Implement and maintain a reporting mechanism that can track technology issues online.
- Procure and manage software license agreements internally and/or jointly with groups like the Milwaukee Archdiocese or Jesuit Midwest Province.
- Manage building operations such as the bells and public address system, and jointly support the security system, security cameras, and HVAC controls with the Operations Manager.
- Manage Internet connection and logistics with ISPs.
- Develop and execute short and long-term plans for technology, including plans related to network infrastructure, mobile device lifecycle, academics, future construction and renovations.
- Manage a committee of faculty and staff to assist in technology planning and current issues.
- Manage the technology purchasing budget and maintain records, including at times the securing and management of outside funds such as the eRate program.
- Serve on committees as determined by the Principal.
- Contract and supervise all vendors as needed, including consulting services and cellular phones.
- Maintain all other IT-related systems as directed by the Principal.
- Other duties as required.

**Supervision Received:**

- This position reports to the Principal.

**Job Qualifications:**

- 4 year degree in an IT-related or education field with IT focus, or 2 year degree in an IT-related field with equivalent experience (technology and operation/resource management).
- Demonstrated knowledge of Google Workspace and Google Admin, MDM experience, Office 365 and 365 Admin, Office, Windows 10 and 11, Windows Server, AD, GP, DHCP, DNS, Tier 1 and 2 helpdesk management, print server management, and database administration is required.
- Experience using and managing Mitel phones, Sonicwall systems, Sharp MFPs, Tier 3 helpdesk, Cisco and Aruba networking products, Abila, Raptor Check-In Management, Salesforce, MAP testing, DPI Reporting, Clever and blended learning, Lexia, and other school systems is preferred.
- Able to support modern operating systems and network environments
- Experience administrating email, cloud file storage, and other cloud-based productivity applications.
- Able to support and administrate a wide variety of network applications.
- Understanding of network infrastructure, including wiring and network equipment
- Experience in project management.

- Knowledge of IT best practices including security, educational technology, productivity, and network planning.
- Must capable of working in and communicating to both technical and educational environments.
- Possess business application skills (word processing, spreadsheets, and presentations)
- Possess strong oral and written communication skills.
- Motivated self-starter with the ability to make unilateral operational decisions.
- Able to manage personnel, projects, and budgets.
- Able to efficiently manage technology purchases.

**Working Environment:**

This position may require evening and/or weekend work and being on call. It involves frequent bending, lifting, repetitive motions, and the use of computers and office equipment.

**How to Apply:**

Send résumé, cover letter that addresses relevant experience with salary expectations, and references to [businessoffice@nativityjesuit.org](mailto:businessoffice@nativityjesuit.org). Applicants that do not include a résumé, cover letter with salary expectations, and references will not be considered a complete application and will not be reviewed.