

Riverside Presbyterian Day School, an independent co-educational elementary (PreK 3 – 6th Grade) day school located in Jacksonville, FL seeks a full-time IT Systems Administrator for the 2018-2019 academic year. The IT Systems Administrator will maintain, upgrade and manage our software, hardware and network. The individual in this position will assist the Director of Technology with the oversight of all IT systems and will interact closely with faculty, staff and students to ensure effective use of technology in support of teaching and learning.

The ideal candidate will have experience with current Windows server and desktop technologies, virtualization platforms, Apple technologies, mobile device managers and educational technology. A strong background in desktop and application support, business application support and hosted application support in a school environment is preferred. The candidate should also have excellent analytical and problem-solving skills. Candidates will have the ability to provide fast and friendly customer support to faculty, students and staff.

The roles and responsibilities of this position are as follows:

- Support Microsoft Windows server technologies (Server 2008 R2/2012/2016) operating systems, DNS, DHCP, Active Directory, and Hyper-V virtualization platforms.
- Monitor performance of Windows server and server applications, perform root cause analysis and resolve issues.
- Provide technical support for basic to advanced software, hardware, phone & network problems.
- Ensure security of data, network access, and backup systems
- Provide support to our 1:1 iPad program using a Mobile Device Management platform
- Installing and maintaining computer equipment and systems.
- Prepare training materials and deliver training sessions to faculty and staff.
- Research and recommend new technology tools and software that enhance teaching and learning.
- Prepare and maintain systems documentation.
- Other related duties as assigned.

Minimum Requirements:

- Minimum of a bachelor's degree in Computer Science or related field.
- Experience in K–12 educational setting preferred
- 3-5 years in desktop administration/support.
- 3-5 years in network administration
- Strong communication skills both verbal and written
- Excellent customer service skills
- IT industry certifications are a plus

In conjunction with the School's policy, this position requires a Level II Background check which includes fingerprinting and toxicology screening.

Individuals interested in applying for this position should send a resume, cover letter, and references (via email preferably or by regular mail) to:

Ben Ketchum
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