



*The mission of Cristo Rey Baton Rouge Franciscan High School is to prepare young people for lives of faith, purpose and service. Committed to the Cristo Rey mission to serve students from communities most in need, our college preparatory curriculum integrates rigorous content with meaningful work experience and faith formation. Inspired by the Franciscan Missionaries of Our Lady to be living witnesses to the Gospel message, we are committed to the teachings of the Catholic Church and the fulfillment of each student's God given potential.*

**Position: Information Technology Coordinator | Report to: Director of Finance | Start Date: ASAP**

The Information Technology Coordinator at Cristo Rey Baton Rouge Franciscan High School is a highly motivated individual responsible for managing all technology resources available to teachers and students for the purpose of supporting instruction and learning. The specific responsibilities include:

#### Day to Day Technical Support

- Manages help desk and ticketing system to provide timely and structured technical support to students and staff by researching and answering questions, troubleshooting problems, and maintaining day to day hardware and software performance.
- Provides answers to clients by identifying problems, researching answers, and guiding users through corrective steps.
- Participates in development of staff and student training programs by identifying learning issues and recommending instructional language.
- Accommodates student and staff disabilities by recommending devices and techniques.
- Improves system performance by identifying problems and recommending changes.
- Accomplishes information systems and organization mission by completing related results as needed.
- Ability to repair and refurbish PCs, particularly laptops and chromebooks.

#### School-wide Digital Management and Administration

- Day to day management of student and teacher accounts for Office 365, Google G-Suite, online textbooks, web-based subscriptions, Active Directory (set-up of accounts and managing changes throughout the year, resetting passwords, etc.)
- Research of new technologies to promote student learning, classroom management, and teacher effectiveness

#### School-building Technology System Support

- Provide strategic utilization and collaboration of external resources to provide a superior technical support structure for teachers, students and staff (printers, wireless access points, cloud servers, telephones, audio-video needs, streaming)
- Maintain a current inventory of all IT and communications hardware on campus, including all computers, hotspots, printers, telephones, televisions, and instructional technology devices on campus
- Prepare, maintain, evaluate, and revise a technology plan for the school that includes the schedule and budget for purchasing new hardware, factoring in eRate and other grant funding

#### Increasing the Technological Proficiency of Students



- Teaching students career orientated computer proficiency skills to obtain Microsoft MOS certifications
- Support student computer-based training environments to obtain industry-based certifications like the CompTIA A+.
- Individualized support for students needing one-on-one assistance with technical skills involving technology

#### Increasing the Technological Proficiency of Teachers

- Manage, update and participate in faculty and staff training before school and throughout the school-year on use of laptops and related classroom management and instructional software (e.g. ALEKS, Nearpod, PearsonRealize)
- Classroom support for the implementation of software and technology tools to maximize student learning outcomes

#### Requirements for this position include:

- IT certification, including Microsoft Certified Professional certification and CompTIA A+ certification and/or Bachelor's degree in Computer Information Science or Educational Technology
- Prior information technology or systems administration experience preferred, particularly Office 365 and Google G-Suite for Education.
- Experience in an education or school setting preferred.
- Experience and familiarity with federal funding programs, such as E-Rate, preferred.
- Familiarity with telephone, office, and printer systems.
- Very strong organizational skills and attention to detail.
- Ability to work independently with limited supervision.
- Commitment to the mission and values of Cristo Rey Baton Rouge.