



Joy in Learning Since 1938

Manzano Day School

The **IT Specialist** works with the Director of Technology to facilitate the use of appropriate technologies for Manzano Day School. They provide technical support to administrators, teachers, staff, and students. They are responsible for the maintenance of computers, devices, printers, digital cameras, iPads, projectors, and other multimedia equipment. They share the responsibility of maintaining network equipment and safe Internet use for the school community.

Essential Responsibilities:

Faculty and Staff Support

- Primary responder to Tech Support requests
- Assist with training and support of SIS
- Seek out and educate teachers, students, and staff with new technology
- Assist teachers with set-up, training, and use of technology equipment
- Provide new staff onboarding technical training and offboarding device reconfiguration
- Perform other duties assigned by the Head of School or Director of Technology

Software Support

- Troubleshoot and Maintain
 - Apple devices, Finalsite, Blackbaud, Google Workspace, Microsoft 365
- Assist with Server Maintenance, Upgrades, and Backups
- Manage and monitor Network Controller

Hardware Support

- Computer equipment inventory, maintenance, and support
- School printer maintenance
 - Machine supplies
 - Troubleshoot repair issues
- Audio Visual Support
 - Sound system
 - Video and media for presentations

Cathy Hubbard
Head of School

1801 Central Avenue NW Albuquerque, New Mexico 87104 505-243-6659
505-243-4711 fax www.manzanodayschool.org

Required Skills and Qualifications

- Demonstrated ability to consistently juggle competing priorities without direct supervision, meet project deadlines, and meet high-performance standards
- Team player with strong customer-centered communication skills and a detail-oriented mindset.
- Ability to be flexible and adapt to changing work priorities and assignments
- Ability to work both independently and as part of a team to establish and nurture effective working relationships with students, faculty, staff, and parents
- Be capable of lifting and moving related computer equipment and peripherals

Preferred Education

- IT Specialist Credential or Certifications
- Associates Degree or higher in a related field

Please email a resume to Brook Nickell at bnickell@manzanodayschool.org