Job Summary
Lake Highland’s Technology department seeks a Technology Support Supervisor to ensure the smooth operation of our technological infrastructure and the quality of the services provided by the help desk. This position will assist and lead a team of Technology Support Specialists, providing technical support to students, faculty, staff, and other constituencies. This individual should possess a blend of technical expertise, leadership, and team collaboration skills and will be a strong individual contributor to the department.

This is a full-time, fully benefitted, 12-month, exempt position. We encourage applicants from under-represented groups to apply.

Education & Experience
- Previous experience in a supervisory or leadership role within a help desk or technical support environment required.
- Proficiency in troubleshooting hardware, software, and network issues required.
- Strong knowledge of Google G Suite, Microsoft Windows and Office, MacOS, and common educational software applications required.
- Bachelor’s degree in information technology, Computer Science, or related field preferred.
- Experience working in an educational setting or with K-12 students preferred.
- Certifications such as CompTIA A+, ITIL, or HDI Support Center Supervisor preferred.
- Apple Support Certified Repair Technician preferred.

How to Apply
Please click here to apply through our Career Center. You will be asked to provide:
- Cover letter indicating how you would succeed in this position
- A current resume
- Three professional references with at least one immediate supervisor (preferably current)

About Lake Highland
To learn more about LHP, click HERE to view our Mission Statement, Vision, and more.

This position announcement is intended to describe the general nature and level of work being performed by employees assigned to this job title and the education and skills required. This is not intended to be a complete list of all responsibilities, duties, and skills that are required or may be required in the future.

LHPS conducts background checks, including fingerprinting, and drug testing and may use a third-party administrator. Background checks will be performed in compliance with the Fair Credit Reporting Act. Lake Highland Preparatory School is an Equal Opportunity Employer.

April 2024