

American International School of Abuja

Position Title: Information Technology Specialist
Reports To: IT Coordinator
Last Modified: November 18, 2024



Position Description/Overview:

The Information Technology (IT) Specialist plays a pivotal role in managing, maintaining, and advancing technology systems on campus, encompassing hardware, software, and network infrastructure. This role requires overseeing digital subscriptions, ensuring seamless access to digital tools, and providing technical support to students, faculty, and staff. The IT Specialist must demonstrate technical expertise, adaptability, and strong interpersonal skills to function effectively within a dynamic school environment.

Key Knowledge, Skills, and Abilities:

1. Technical Skills:

- Manage and maintain campus IT infrastructure, including servers, computers, and network systems.
- Configure, monitor, and maintain Cisco-based networks, ensuring reliable internet access and security.
- Troubleshoot and resolve performance issues in hardware, software, and networks.

2. Operational Expertise:

- Operate and maintain various types of technological equipment.
- Knowledge of Library Media Center and Computer Lab operations.
- Familiarity with staff development and training programs.

3. Communication and Collaboration:

- Work effectively with students, faculty, and staff in classroom and administrative settings.
- Exhibit professionalism and excellent organizational skills in interactions with the school community.

4. Adaptability:

- Function effectively within the framework of a school environment (e.g., class schedules).
 - Manage and prioritize multiple tasks and requests efficiently.
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Performance Responsibilities:

Administrative Duties:

- Serve as the primary administrator for campus networking systems, including Cisco devices and VLAN configurations.
- Oversee IT-related systems such as finance office software, Destiny/Library systems, campus printing control, and Active Directory.

- Assist with the management of PowerSchool, particularly in Elementary School aspects, and semi-annual student assessment testing (MAP).
- Maintain servers and assign appropriate levels of security access for network files.
- Support the administration in maintaining school databases, records, and reporting systems.
- Set up, manage, and recommend improvements for the school's intranet.

Classroom Support:

- Assist students and faculty with technology use in classrooms, the Library Media Center, and Computer Labs.
- Provide training and support on technology tools and resources, including word processors, spreadsheets, and database software.
- Guide student use of the internet, adhering to the school's Acceptable Use Policy.
- Collaborate with certified staff on integrating technology into educational programs.

Technical Maintenance:

- Conduct routine maintenance of technology equipment, addressing hardware, software, and network issues.
- Keep detailed logs of maintenance and repair work, including resolutions and follow-ups.
- Perform equipment repairs, software updates, and networking upgrades as needed.
- Train users on new or updated systems and programs.

Planning and Inventory:

- Monitor evolving user requirements and evaluate potential software or hardware solutions.
 - Maintain an accurate inventory of campus technology and suggest updates or replacements as needed.
 - Research advancements in technology and propose improvements to the IT environment.
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Additional Responsibilities:

- Provide professional development for staff to enhance technology skills.
 - Assist with ID card systems for staff, students, and parents.
 - Perform other duties as assigned by the administration.
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Work Environment:

- Operate effectively within the unique scheduling and cultural framework of a school setting.
- May require occasional lifting of equipment (up to 25 lbs) and travel for training or vendor coordination.

Qualifications:

- Bachelors (preferably Masters) degree in Computer Science, Computer Engineering, or Technology required
- Minimum of five (5) years of experience with IT systems, preferably in an educational setting.
- Extensive knowledge of operating systems, including Windows, iOS, macOS, and Linux.
- Expertise in Cisco networking: switches, routers, firewalls, and wireless access points.
- Proficiency with Active Directory services and management.
- Familiarity with VLAN configuration, network segmentation, and security best practices.

This position is vital to ensuring the seamless integration of technology in the school environment, supporting both academic and operational excellence.

Interested and qualified candidates should send their cover letter and detailed resume to humanresources@aisabuja.com on or before Friday, November 29, 2024.