



ST. URSULA ACADEMY

CATHOLIC • ALL GIRLS • COLLEGE PREP • GRADES 6-12

Job Title: Academic Technology Coordinator

Reports to: Director of Technology

Status: Full Time Staff/11 Month (8/1 – 6/30)

Date: 01/22/2026

Position Purpose:

Provides hands-on educational technology support to students and faculty by assisting with classroom technology, instructional tools, and testing coordination. Supports the effective use of technology across the school through troubleshooting, helpdesk support, documentation, and system maintenance.

Mission:

Founded in the Ursuline tradition and rooted in the Catholic faith, St. Ursula Academy educates each young woman, transforming her through intellectual inquiry, personal growth, spiritual formation, and compassionate service, empowering her to lead confidently in a global society.

Core Responsibilities:

- Provide direct technology support to students and faculty in classroom settings, including assistance with instructional technology, devices, and digital learning tools.
- Assist students with technology related to College Credit Plus (CCP), coursework, including access to websites, videos, and web-based applications.
- Supports SUA's help desk by addressing equipment/performance problems (e.g., troubleshoots technology equipment/software, cable connections, etc.).
- Receives, inspects, and tests equipment and software.
- Performs routine preventive maintenance, basic repairs, and routine cleaning of equipment.
- Prepares support documentation (e.g., date installed, location, upgrades, etc.) and maintains repair records.
- Collaborate with Technology Department to manage and maintain software systems (e.g., PowerSchool, Canvas, Microsoft, Jamf, Google, etc.).
- Provides technical support to help students and staff use of computers, classroom equipment, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.

- Prepares and submits reports, records, and inventories as directed.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Support SUA's audio and video needs/setups (e.g., classroom audio, Masses, meetings, pep rallies, etc.)
- Supports the Director of Academics as a test coordinator for administration of standardized tests by preparing technology, assisting with test administration, and maintaining security and confidentiality.
- Performs other specific job-related duties as directed.

Competencies and Attributes:

- Be a person of integrity and maturity, modeling confidentiality and professionalism.
- Be committed to Catholic education and the mission of St. Ursula Academy.
- Be able to exhibit a clear understanding of and support of our school's mission and be able to share that mission with others.
- Be a collaborative colleague, fostering the spirit of teamwork and rapport with students, faculty, and staff.
- Strong communication and interpersonal skills are essential.
- Be conversant and functional with common communication technologies, such as email and the Internet, and possess an understanding of Microsoft Office and the Google platform.
- Self-starter with exceptional organizational and time-management skills.
- Must have exceptional project management skills; must be able to forecast, track, and complete multiple projects and tasks simultaneously.
- Ability to effectively problem solve, prioritize and execute tasks in a fast-paced environment.
- Ability to handle confidential information with complete discretion.

Education and Experience:

- Bachelor's degree in Education, Educational Technology, or related field
- Minimum of 5 years of classroom experience preferred
- Demonstrated basic understanding of classroom technology, including instructional devices, learning management systems, and common educational software.
- Experience supporting students and teachers in a school or classroom setting is preferred

Rate of Pay: Commensurate with experience

Contact Information: Please apply online at St. Ursula Academy's website: [SUA Careers \(toledosua.org\)](http://toledosua.org)