

Opportunity for Employment

Technology Support Specialist

Start Spring 2026

Non-Exempt- Full Time

\$34 to \$35/hour depending on experience and qualifications

Excellent health insurance, paid vacation and sick, retirement, and other benefits

Our Mission

Bertschi School educates children to become compassionate, confident, and creative learners in a global community.

Our Values

We value integrity, inclusiveness, respect, and a commitment to renewable resources and sustainable practices.

Our Approach

Bertschi School believes that students learn best when they are:

- safe and known in an inclusive community that values diverse perspectives
- supported in developing social-emotional skills
- provided academic choice and challenge at their “just right level”
- engaged in meaningful work
- encouraged to problem solve through inquiry, trial, and error
- empowered to take risks and make change
- given opportunities to collaborate and dialogue with a diverse group of learners

Our Diversity, Equity, and Inclusion Statement

Bertschi School values diversity and believes engaging our differences makes us better and stronger. We welcome and honor the unique contributions of people from all racial, ethnic, religious and socioeconomic backgrounds, gender identities, learning styles, physical abilities and sexual orientations. Our commitment to equity drives us to be inclusive and diverse in all areas of our school.

About Bertschi School

Bertschi School, founded in 1975, is a Washington State approved elementary school serving students in grades pre-kindergarten to fifth. We are an accredited member of the Pacific Northwest Association of Independent Schools (NWAIS) and the National Association of Independent Schools (NAIS).

Position Description

The primary role of the Technology Support Specialist is to provide technical support for faculty, administrative staff, and students. The Technology Support Specialist maintains classroom hardware and software, provides user access to network services, and provides technology-related administrative assistance. End-user support is a vital role in the function of the school and involves many areas of responsibility. The Technology Support Specialist reports directly to the Technology Manager.

Primary Responsibilities

End-User Support - Faculty/Staff & Students

- Provide Mac-based and Chromebook technical support to 300+ faculty, support staff, and administrative staff as well as students in a classroom setting.
- Provide technical leadership and management of School Information System (Veracross).
- Manage student & teacher account creation and maintenance for various educational platforms.

Workstation & Equipment Support

- Set up and maintain all workstation hardware in classrooms, computer lab, faculty areas, and administrative offices. Perform annual cleaning and upgrades of equipment.
- Install and update system-level software, user applications, virus protection software, and utilities to maintain the stability, performance, and integrity of all workstations.
- Maintain all printers and keep stock of printer consumables.

Network Systems

- Provide user-level network services including assigning accounts and passwords, setting permissions, and assisting faculty/staff and students (users) with network access and use of network-based applications.
- Maintain student Macbook, iPad and Chromebook deployment services
- Set up and operate technology equipment for meetings, school functions, or class-related activities, including some evening meetings and events.

Other Duties

- Be an active member of the Technology Team.
- Pursue professional development through technology-related classes, seminars, conferences, and publications. Follow industry trends to maintain flexibility in network and platform changes.
- General administrative duties during the school day to support school operations.
- Attend regular staff and other meetings as requested.
- Perform other duties as requested by the Head of School and the Leadership Team.

Secondary Responsibilities

- Comply with all software licensing restrictions and equipment licensing requirements.
- Support technology purchasing with budget tracking and reporting.
- Create video tutorials for faculty and staff when necessary to introduce new or updated systems.
- Maintain warranty, purchase, and inventory records and support documentation.
- Maintain AV equipment including electronic whiteboards, projectors, document cameras, digital photo, and video cameras, sound equipment, and other related hardware.
- Assist with server and network hardware and software upgrades and maintenance including wireless networking equipment.
- Assist as needed to maintain a secure network and backups.

Collaborative Responsibilities

- Provide training for faculty and staff in use of network, server access, and general workstation and printer use. Provide how-to documents to faculty/staff for quick reference to frequently asked questions.
- Work in collaboration with the Tech Team to promote a community culture that supports the safe and responsible use of technology. Increase staff awareness surrounding the best practices of digital citizenship.
- In collaboration with the Tech Team, assist users in evaluating technology needs and planning for future projects.

- In collaboration with the Tech Team, assist with specialized networked software for reference software, online mathematics, typing, and assessment tools.
- In collaboration with the Tech Team assist in determining need, evaluate, and purchase equipment and software at most competitive prices. Plan upgrades and replacements for budgeting purposes.
- Identify and coordinate, with the Technology Team, training and support for continued learning opportunities in technology

Skills & Qualifications

The ideal candidate will possess:

- Three to five years of experience in technology support in a corporate or school setting, preferably in an academic environment.
- Broad experience with Apple computer products with current experience with Mac OS X, and iOS devices and apps.
- Expertise in Apple desktop apps, Google G-Suite, MS Windows OS, MS Office 365 and SMARTBoard applications.
- Excellent problem-solving skills and an ability to manage multiple concurrent projects.
- Strong interpersonal, verbal, and communication skills with an ability to work well under pressure.
- Comfortable working with children in classroom settings and occasionally one-on-one.
- Experience working with diverse student and family populations
- Ability to keep information secure and in the strictest of confidence.

Application Process:

No phone calls will be accepted. Interested candidates are invited to complete the [Bertschi application form](#). A cover letter and resume are optional.

Please submit any materials in .PDF format. to employment@bertschi.org

Bertschi School is an equal opportunity employer seeking a more culturally diverse workplace. Bertschi School welcomes faculty and staff from various backgrounds of race, color, creed, national or ethnic origin, socio-economic status, gender, sexual orientation, or disability.