



Job Title: Educational Technology Support Specialist

Reports To: Director of IT Operations

Classification: Exempt / Full-Time / 12-months

Job Summary

The Educational Technology Support Specialist serves as a bridge between IT Operations and instructional practice, advancing the effective, mission-aligned use of technology across campus. This role focuses on proactive support, training, and innovation, with a particular focus on faculty development, student leadership, and responsible AI integration.

The position supports faculty and staff in confidently and creatively using classroom and instructional technologies while developing scalable systems of support, including a student-led help desk program.

Our Mission

Inspired by [St. John Baptist de La Salle](#), La Salle Catholic College Preparatory develops students of faith, service, and scholarship by providing a transformative education allowing students to realize their maximum potential and use their gifts to serve Christ and humankind.

La Salle optimizes financial and academic accessibility for students, especially the underserved, who desire a rigorous and relevant education preparing them for college and life.

The La Salle Prep community inspires students to find their voice as global citizens, to put their faith into action, and to lead exceptional lives of integrity, honoring the God-given dignity of all.

Equity Statement

Guided by our Lasallian Catholic mission and core belief in God's presence in all things, La Salle Catholic College Preparatory commits to equity, inclusion, diversity, and justice.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to the following:

Training, Coaching & Instructional Support

- Design and deploy ongoing professional development for faculty and staff on classroom and instructional technologies
- Provide coaching to move teachers from basic tool usage to thoughtful, mission-aligned integration

- Support utilization of classroom technology tools such as laptops, iPads, AirTame, projectors, AV equipment and interactive displays
- Deploy effective strategies for use of instructional platforms such as Schoology, Powerschool, Apple Classroom, Google Suite and Canva
- Develop practical resources, guides, and best practices for effective technology integration
- Provide day-to-day support for classroom technology needs to ensure instructional tools are properly deployed, maintained, and supported.

Student Programs & Experiential Learning

- Develop and oversee a student-run technology help desk for faculty, staff, and students
- Train students in providing technical troubleshooting, customer service and professionalism, effective communication, and problem-solving
- Coordinate student support for routine helpdesk needs, classroom support, and events/AV needs
- In collaboration with the Educational Technology Steering Committee, design and build pathways for technology-related experiential learning, internships, or service opportunities

Innovation & Instructional Technology Integration

- Help translate instructional needs into technical solutions, reinforcing alignment between academics and IT
- Support the school's strategic, ethical, and effective adoption of AI tools
- Evaluate and vet emerging AI technologies for instructional and operational use
- Develop and promote guidelines around responsible use, data privacy, and academic integrity
- Provide training and support for faculty and students on AI literacy

Operational Support & Coordination

- Partner with the Director of IT Operations to improve service delivery and shift toward proactive support models
- Develop documentation, knowledge base resources, and user support systems
- Support broader IT initiatives as needed, while maintaining a primary instructional focus
- Maintain list of approved platforms for student and faculty use

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation can be provided to enable individuals with disabilities to perform the essential functions. The position requires some evening and weekend work.

SKILLS

- Knowledge of current educational technology trends, digital learning tools, and responsible AI practices
- Strong customer service orientation; able to support and troubleshoot classroom and AV technologies in active learning environments
- Excellent verbal and written communication skills; able to create clear documentation, training materials, and user guides
- Effective trainer and presenter of professional learning for faculty and staff; able to translate complex technical concepts into practical, classroom-ready applications
- Skilled in instructional technology integration aligned to teaching and learning goals
- Ability to evaluate emerging technologies for instructional value, privacy, accessibility, and academic integrity
- Strong organizational and project management skills; able to prioritize and manage multiple initiatives simultaneously
- Proactive problem-solver who identifies needs and implements scalable support solutions
- Ability to develop student leadership programs and mentor students in technical support and customer service

MINIMUM EDUCATION and/or EXPERIENCE

- Bachelor's degree in computer science, Information Technology, Educational Technology, or a related field preferred
- Experience in an educational setting, with strong understanding of technology integration
- Demonstrated expertise in managing IT systems and services
- Knowledge of laws and regulations related to student information systems and educational technology
- Working knowledge of current technology environments including:
 - Microsoft 365, Apple, and Google Workspace administration
 - Cross-platform device management (WinOS, macOS, iOS, ChromeOS) via Intune, Jamf, and Google Admin
 - Network infrastructure (wired/wireless; Extreme Networks Platform One)
 - Server and cloud platforms (Windows Server, Azure; AD, GPOs, Azure AD Connect)
 - Cloud/SaaS systems, identity and access management, and data privacy/compliance
 - Cybersecurity practices (MFA, endpoint protection) and backup/disaster recovery

LA SALLE

CATHOLIC COLLEGE PREPARATORY

- SIS/LMS platforms (e.g., PowerSchool, Schoology) and instructional technology tools
- Audiovisual classroom systems and enterprise collaboration platforms
- Emerging technologies, including AI for education

Benefits

- Medical, Dental and Vision for employees and family at shared cost
- Flexible and Dependent Care spending accounts
- Short and Long-Term Disability
- Group and Voluntary Life Insurance
- Retirement 403(b) plan
- Tuition Discount starting at 60% after one year of employment

Application Process

Please send your cover letter and resume to Melanie McCaffrey mmccaffrey@lsprep.org
Position open until filled, but we will begin reviewing resumes on Monday, June 8.