

Job Title: Faculty/Staff Technology Support
Work Schedule: Tuesday-Thursday, 8am-1pm
Reports to: Head of School

The Logan School is currently looking for someone to provide on-site support to faculty and staff in the use of technology.

ESSENTIAL FUNCTIONS:

- Provide professional development opportunities for faculty and staff in the use of technology
 - Teach the Google Suite to faculty and staff
 - Provide functional Google instruction specific to employee needs
 - Assist in the use of Vidigami (photo storage software)
 - Guide and assist staff and classroom computer updates and regular maintenance
- Assist in evaluating, acquiring and using adaptive technology in the classroom and individually
- Assist in the evaluation, acquisition, inventory, and set-up of new technology and equipment (computers, TVs, video cameras, etc)
- Research and find the best technology for the needs of the staff including filming, video, and audio (alternatives to iMovie and brand-specific products)
- Help acclimate employees to the best use of Chromebooks for the tasks they are wanting to perform (how to download and use appropriate apps for various functions)
- Troubleshoot and research as needed (equipment and issues that arise)

Qualifications: We seek a technology professional who understands the nuances of a school and the best ways to support faculty and staff development.

Compensation & Schedule: This is currently an hourly, part-time position as we evaluate the nuances of the position. We are looking for someone who can work Tuesday-Thursday from 8am-1pm. There is a chance that more hours will become available as we see how the position takes shape. Hourly rate is \$18-\$20/hour.

Application Procedures: To apply, send résumé, cover letter, statement of educational philosophy, and references to Markus Hunt, Head of School at employment@theloganschool.org. NO CALLS PLEASE.

Equal Opportunity Employer: The Logan School is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, sexual orientation, gender expression, national origin, disability or handicap, or veteran status.