

Technology Support Specialist

Quest Academy provides gifted children with a challenging curriculum and a nurturing environment. Our program emphasizes sound character along with scholarship and creativity in both the academics and the arts. Quest is seeking an innovative, self-motivated technology expert to join us as a Technology Support Specialist to help guide us in effectively using technology to further our mission.

Position Summary

The Technology Support Specialist would be available to support staff, students and administration on the use of various technologies used to support our gifted education program. This includes the Google Suite, Windows PCs, iPads, Macbooks, Chromebooks, printer management and first level wireless access points. The support specialist would also maintain and update software and hardware as necessary.

Essential Functions

- Order, maintain and troubleshoot hardware
- Upgrade software
- Manage Chromebook repair services
- Manage software licensing & support
- Provide technical support for students, faculty & staff
- Support and maintain classroom interactive whiteboards
- Act as a liaison for external network consultants

It is the responsibility of all Quest employees to:

- Understand and support Quest's mission and philosophy and promote a positive image of the school.
- Contribute to a harmonious school atmosphere by working cooperatively with all colleagues.
- Respect the confidentiality of private information relating to students, colleagues and the operations of the school.
- Refrain from establishing close relationships with colleagues, students, parents or trustees that would compromise professional integrity.
- Demonstrate responsibility and punctuality.
- Display flexibility in responding to new situations and expectations, a positive attitude and a helpful, nonjudgmental demeanor.
- Show willingness to consider and implement suggestions for improvement.
- Model the good character traits that Quest students are expected to embody.

Minimum Qualifications:

- Associates or Bachelor's degree in related field is required
- 2-5 years work experience in a similar field is preferred
- Excellent verbal and written communication skills

Please contact [hiring@questacademy.org](mailto: hiring@questacademy.org) for more information.