



Job Description

Systems and Technology Administrator

About The Logan School

The Logan School (Logan) is an Association of Colorado Independent Schools (ACIS) -accredited institution that promotes the curiosities of gifted children with an approach that is as unique and individual as the children who make up the Logan community. Logan serves approximately 250 students in grades K-8 on a 13-acre campus. Here, students develop their individualized units of study, allowing personal passions and interests to drive the development of academic skills and deep critical thinking. Faculty, in partnership with families, guide students through their learning journeys and infuse [Logan's values](#) and commitment to building an inclusive community throughout the campus.

Position Overview

The Systems and Technology Administrator is integral to all registrar duties across our campus. This position will also analyze our databases for issues and work to improve data consistency across all databases. They will work collaboratively with database users in the Enrollment, Business, and Development departments and report to the Director of Finance and Operations.

The ideal candidate will have:

- Previous experience as a school registrar and database manager and/or help desk
- Strong Proficiency with Google Apps and Microsoft Office (Word, Excel, and PowerPoint)
- Interest in creating greater efficiencies in our data systems
- Ability to formulate and enforce business practices to create uniformity and consistency of data
- Understanding of data privacy compliance and implementation for student records (CIPA)

Duties include, but are not limited to:

- Oversee the School's data technology systems and functionality
- Provide technological leadership and assistance for a wide range of issues
- Serve as a liaison between technology vendors and the school
- Configure and manage the School's Information System
- Act as Platform Manager for Blackbaud
- Serve as business liaison with Blackbaud consultants
- Create and maintain student schedules and records
- Maintain all school-related software and databases and create connections between them as needed
- Create and/or deliver training for staff on essential software
- Provide technological assistance for all staff, including but not limited to facilitating hardware repair, summer refreshes, and technology procurement
- Lead E-Rate renewal and manage e-rate projects
- Manage Logan's Google Admin console and email groups

- Provide event support, including audio visual set-up, clean-up, and administrative coordination for various special events
- Oversee and maintain ticketing systems for the School
- Install, manage, and support various software application packages (example but not limited to Vidigami, Blackbaud, School Pass, MyEmma, etc).
- Support different departments with high-need times with a lens on tech support (Auction, Admission contracts, etc.)
- Collaborate with the Technology Teacher to assess Logan's current needs and forecast future needs
- Act as the backup for back end website management
- Other duties as assigned

Job Qualifications

- Minimum of a bachelor's degree
- Experience with database or records management; Experience with Blackbaud Suite required
- High proficiency with technology, including Google Apps, educational databases and SIS/LMS experience
- Strong orientation to customer service
- Strong written and oral communication, attention to detail, problem-solving ability, and organizational skills

Status

The Systems and Technology Administrator is full-time, salaried, and exempt. Candidates with the ability to work on-site required.

Compensation

The position full-time, with benefits including health, retirement and paid vacation. The pay range is \$60,000-\$70,000.

The Logan School offers competitive benefits, including Medical and Life/AD&D Insurance. 403(b) and Section 125 Cafeteria Plan. Personal, Jury Duty, and Family Medical Leave Sick/Personal Leave. Benefit Continuation/Conversion at Termination (COBRA). Holiday Pay.

How to Apply

Please email a cover letter, resume, and references to employment@theloganschool.org. *No phone calls, please.*

Equal Opportunity Employer

The Logan School for Creative Learning is an Equal Opportunity Employer. The Logan School does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law.