

IT Specialist

The IT Specialist reports to the Director of Operations and Security and is responsible for all issues relating to technology at the school. The IT Specialist provides vision and leadership in developing and implementing information technology initiatives in support of the school's curriculum and strategic goals. This full-time, year-round, position manages the information technology, operations, infrastructure, and strategic planning, including project planning and requirements, organizing, and negotiating allocation of technology resources. This position oversees the network to ensure infrastructure elements (cabling, fiber optics, wireless, and hardwired equipment, classroom connectivity, servers, connections and services, website, software, cyber security, and disaster recovery operations) are optimal. The IT Specialist also works closely with the Chief Financial Officer and the Head of School for budgeting purposes.

Primary Duties and Responsibilities

These include, but are not necessarily limited to, the following areas:

- Ensures the success of the Apple 1:1 Program at Clarksville Academy
- Maintains our Apple Distinguished Recognition
- Maintains Apple Teacher Certifications for ALL teachers
- Provides technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom
- Establishes systems for educators to access, preview, or receive training in hardware usage and software applications
- Communicates information about training services and research, including preparing memos and making presentations, accompanied by handouts and/or training manuals
- Maintains the electronic student records system and serves as the main point of contact for Blackbaud
- Ensures availability and immediate response to needed technical support
- Provides weekly updates to the Director of Operations and Security Monitors student usage of technology and student adherence to guidelines agreed upon in the Technology Acceptable Use Policy
- Daily interaction with staff, parents, and students

The following items will be shared responsibility between the IT Specialist and our contracted technology firm.

- Extensive knowledge in Apple devices and programming
- Responsible for integration of technology applications across the PK-12 curriculum
- Develops, updates, and maintains the school's inventory of hardware and software
- Oversight of replacement and the cycle of equipment

- Responsible for general maintenance of all school and network devices and printers
- Stays current with technological knowledge and skills and serves as a clearinghouse of information on trends, research, applications, and effective practices related to the use of technology in school
- Serves as the point of contact for technology to the department chairs, division coordinators, academic and administrative teams
- Performs other duties as assigned by the Head of School
- Supports the school as an active member within the CA community and supports its leadership

Qualifications

- Requires a bachelor's degree in programming, computer science, or related field at minimum
- Technology related field experience is preferred
- Strong problem solving and communication skills

Federal law prohibits discrimination in employment on the basis of age, race, creed, religion, sex, or national origin. Clarksville Academy is an equal opportunity employer.