Technology Coordinator

The technology coordinator reports to the Academic Dean and is responsible for all issues relating to technology at the school. These include, but are not necessarily limited to, the following areas:

- Develop, coordinate, and teach workshops and classes on instructional and administrative applications for microcomputers and related technologies.
- Provide technical curriculum assistance regarding hardware usage, software applications, computer technology, and the general instructional use of technology in the classroom.
- Assist in the integration of technology applications across the curriculum.
- Develop, update, and maintain the school's inventory of hardware and software.
- Troubleshoot problems relating to hardware and software for all MMI constituencies.
- Establish systems for educators to access, preview, or receive training in hardware usage and software applications.
- Be the primary administrator for all school services and software (Canvas, FACTS/RenWeb, etc)
- Model staying current with technological knowledge and skills.
- Serve as a liaison of technology to the department chairs and academic and administrative teams.
- Assist faculty with technology training.
- Be available to troubleshoot and support student devices.
- Serve as network administrator and support infrastructure including hardware (network server, classroom, computer lab, administrative, and laptop computers), Internet connection, and software.
- Develop both long and short term strategic technology plans.
- Maintain the technology budget.
- Perform other duties as assigned by the Academic Dean.
- Support the school and its leadership.

Preferred Qualifications:
- Strong organizational skills and excellent verbal and written communication skills
- Willingness to teach technology based classes.
- Ability to prioritize and schedule work duties in an efficient manner
- High-level of integrity and confidentiality
- Strong diplomacy: ability to effectively interact with a broad spectrum of people
- Strong understanding of Windows and MacOS
- Familiarity with Office 365 and Google Suite

Requirements:
- Work onsite at MMI Preparatory School's campus.

- Bachelor's degree in an information technology field or equivalent experience and/or training

E.O.E.