



Job Description: Technology Coordinator

Ivy Classical Academy is hiring its founding staff members to provide support to its teachers, students, and families when it opens in Prattville, Alabama, in August 2024. Ivy Classical Academy is a tuition-free, public, classical charter school. It is part of the Hillsdale College network of classical charter schools united by curriculum and purpose. Ivy Classical Academy will initially open K-5 and grow to K-12 by adding one grade level each year.

Each staff member is a professional who is esteemed and supported by a staff of colleagues striving for excellence. The staff is entrusted with supporting the mission of Ivy Classical Academy: **To train the minds and improve the hearts of young people through a content-rich classical education in the liberal arts and sciences, with instruction in the principles of moral character and civic virtue.**

The Technology Coordinator is a member of the school staff who is responsible for supporting and maintaining technology throughout the campus.

Primary duties and responsibilities include:

- Providing daily IT support for school systems to faculty, staff, students, and parents
- Supporting campus networks, computers, video, security and other safety systems, AV equipment, and other campus technology
- Ensuring campus technology is reliable and secure through management of enterprise backups, upgrades, maintenance, and monitoring
- Managing technology needs for new and departing employees
- Management and tracking of IT inventory
- Supporting online state testing
- Supporting A/V needs of campus events
- Performing basic repairs to IT equipment including screens
- Completing IT project work and other duties as needed
- Assisting the Director of Operations with other duties as assigned



Qualities and characteristics of a successful Technology Coordinator:

- Champions a vision for an outstanding technology program that is in optimum service to both teachers and students
- Mission driven / purpose aligned work ethic
- Exhibits an entrepreneurial spirit / thrives in a “start up” environment and has the ability to develop systems and programs from the ground up
- Strong leadership and interpersonal skills
- Exceptional problem solving abilities
- Proficiency with Google Enterprise and ChromeOS

Preferred

- Four years of IT-related experience

Salary and Benefits

- \$60,000 - \$65,000 annually
- Benefits including health, dental, and vision insurance
- Participation in the state retirement pension plan

If interested, send a resume to the Director of Operations, Brian Strain, at careers@ivyclassical.org.