



Technology Specialist

Helias Catholic High School is seeking a full-time Technology Specialist to assist the Director of IT in providing quality support to students and staff by troubleshooting software, hardware, network and classroom technology problems. The technology specialist will assist with the setup of new devices and technology and maintain existing systems, as well as provide guidance on the use of software and hardware to enhance the educational environment of the school.

Helias Catholic High School, founded in 1956 on the traditions of the School Sisters of Notre Dame and the De La Salle Christian Brothers, is committed to providing excellence in education as established on the teachings of the Roman Catholic Church for students grades 9-12. Located in Jefferson City, Missouri, the school serves more than 700 students. It is one of three high schools under the direction of the Diocese of Jefferson City.

Primary Duties and Responsibilities:

- Improve existing processes, workflows and systems.
- Assist in the development and implementation of long-range planning for the Technology Department.
- Research and recommend hardware and software to the IT Director and Principal.
- Install, maintain and troubleshoot technology including but not limited to Windows PCs, Chromebooks, printers, peripherals, network cabling, wireless access points, etc.
- Create and maintain updated documentation for all processes.
- Maintain updated inventory of Technology Department equipment.
- Train faculty and staff on the use of classroom technology and core systems (LMS, SIS, Google Apps).

Other Responsibilities:

- Uphold and model a moral code consistent with teachings of the Roman Catholic Church and the mission of Helias Catholic High School.
- Demonstrate by attitude, words, actions and integrity support for the mission of Helias Catholic High School.
- Support and adhere to the Diocese of Jefferson City Policy and Regulations Manual and the Helias Catholic High School Student and Faculty Handbooks.
- Maintain confidentiality regarding school matters.
- Cooperate with school and diocesan administration; work effectively with all staff members to promote a positive work environment.
- At all times demonstrate professional responsible behavior.
- Perform other duties as assigned by the Principal or Director of IT.

Qualifications:**Education:**

- Associate's or bachelor's degree in a relevant area of expertise.
- At least two years of IT experience preferred.

Technical Skills:

- Familiar with setting up, troubleshooting and maintaining Windows 10 and Chrome OS devices.
- Strong problem-solving skills.
- Able to rapidly learn about and become familiar with new hardware, software and technological systems.
- Familiarity with LMS preferred.

Interpersonal Skills:

- Strong written and oral communication.
- Able to interact professionally with students, faculty and parents.
- Able to explain complex solutions in simple terminology.

Physical Demands and Other Requirements:

- Able to lift and carry up to 50 pounds.
- Able to perform tasks related to the installation of hardware in a variety of locations (i.e., climbing ladders or accessing crawlspaces).
- Able to perform repetitive physical tasks (i.e., typing, writing, reading).
- Required to work a minimum full school day.
- Available to occasionally work outside of normal workday hours.

Accountability:

- The Technology Specialist is hired by, reports to and is accountable to the President/Principal in consultation with the Director of IT.
- The Technology Specialist is supervised, evaluated and retained by the President/Principal in consultation with the Director of IT.

Interested candidates should make application through the school office of the Diocese of Jefferson City (<http://www.diojeffcity.org/our-schools/school-office/school-employment/>) as well as submit a letter of interest and resume directly to Helias Catholic High School. Applications will be accepted until the position is filled. Suitable candidates will be contacted for personal interviews.

Please submit requested information electronically to:
Mr. Spencer Allen, Principal
sallen@heliascatholic.com