



## **Technology Coordinator**

*Start Date: Immediate*

*Full-time*

### **JOB PURPOSE**

Reporting to and working in close collaboration with the Director of IT, the Technology Coordinator will understand and follow the mission of The Washington Latin Public Charter School; cultivate the use of technology within the school community; provide technology support to students, faculty, and staff; and foster the intellectual and personal growth of students.

### **ESSENTIAL JOB OBLIGATIONS**

#### ***Hardware and Software Asset Management***

- To assist the IT Director in the management, organization, and maintenance of the school's hardware and software assets
- To provide friendly and attentive technical support to students, teachers, and families with exceptional customer service
- To diagnose and repair various computer and peripheral devices when they are damaged or malfunction
- To maintain and keep up to date the school's technology inventory system
- To assist and lead in special technology projects as needed, including the coordination and monitoring of PARCC

#### ***Information Systems Management***

- To maintain the login/access database to PowerSchool for students, faculty, and families
- To oversee the technical aspects of the Unified Classroom platform
- To provide training and guidance to teachers on Unified Classroom functionalities currently in use, as well as implementing and supporting the roll-out of new functionalities
- To manage access for students and faculty to various software and subscriptions, including but not limited to the Google Suite and Office365

#### ***Documentation and User Guides/Manuals***

- To create documentation manuals and user-friendly guides on various topics for students, faculty, and families
- To maintain and update documentation and user guides as needed

## KNOWLEDGE, SKILLS, AND ABILITIES

- Exceptional customer service orientation and problem-solving skills, with a focus on approachability and eagerness to help
- Interest and ability to learn new software and hardware systems
- Experience with Google Suite preferred
- Communicates clearly and concisely, both orally and in writing
- Persevere through challenges
- Commitment to the classical mission of the school

## QUALIFICATIONS

- Associate degree in tech field or bachelor's degree required
- Three years or more of full-time experience preferred

## WHO YOU ARE

You are a master of your field, a curious lifelong learner, and someone who loves working with and for kids. Additionally, you consistently do the following:

### For Students

- ✓ Support our respectful, orderly, safe environment in which academic inquiry is highly valued and ideas are freely explored;
- ✓ Consistently support high academic and personal expectations for students both in and out of one's classroom;

### For Colleagues and Administrators

- ✓ Respect one's colleagues and administrators in word and deed;
- ✓ Play a role at all times in maintaining a school atmosphere of civility, decency, and respect among students, faculty, and administrators;

### For Parents

- ✓ Recognize the partnership between school and home as a crucial component of a student's experience in school;
- ✓ Be willing to invest the time to develop and maintain relationships with families;

### For Oneself

- ✓ Actively pursue professional development opportunities;
- ✓ Join all relevant organizations for one's continued growth;
- ✓ Discuss with your supervising administrator any particular conditions that could make life at Washington Latin more enjoyable and productive;
- ✓ As much as possible, maintain some healthy balance of professional and personal time.

## WHO WE ARE

Washington Latin is a liberal arts, college preparatory school with a classical mission serving 720 students in grades 5-12 from across the District of Columbia. We believe that all students deserve a quality education that goes beyond preparation and focuses on developing knowledge, understanding and humanity. Ours is a school where words matter, ideas matter, and people matter.

**Washington Latin Public Charter School ★ *A Classical Education For the Modern World***

5200 2<sup>nd</sup> Street NW ★ Washington, DC 20011 ★ 202.223.1111 ★ [www.latinpcs.org](http://www.latinpcs.org)

Our school is grounded in the following essential characteristics, which shape the Washington Latin experience for our faculty, students, and families:

- **Classical Mission** – Our model brings together timeless truths from antiquity with the study of contemporary issues through a broad liberal arts curriculum, aimed at helping our students develop both their autonomy as individuals and their commitment to the common good. We ask students to consider moral issues across every subject and grade, particularly through regular Socratic seminars that help them to develop informed, reasoned, and flexible opinions. This ability to engage in civil debate is a keystone of our democratic society and thus an important element of our program.
- **Diverse, integrated community** – Our student body is diverse by design, which we consider necessary to accomplish our mission. We believe that a central purpose of education is to help students to develop the ability to work within our diverse and increasingly global society. Our approach cultivates students’ respect for difference while fostering their understanding and appreciation of our shared humanity.
- **Personal, Nurturing Culture** – Washington Latin is deliberately small (overall and in terms of class sizes), so that everyone is known as a scholar and individual. We aim for mutual trust and respect in our community to foster intellectual curiosity and creativity. We want for students and faculty alike to feel a sense of community that encourages them to try something new, challenge ideas, make mistakes, and step up as leaders.
- **Faculty Excellence & Autonomy** – Our leaders are teachers, and our teachers are leaders. They bring expertise in and passion for their fields of study to their classrooms. We grant them autonomy in curricular and teaching choices, while at the same time providing personal support and opportunities for their professional development. Above all, we respect and nurture their intellect and humanity. The result: a stable cadre of excellent teachers, close-knit as a community and devoted to their students’ long-term success.

## **COMMITMENT TO DIVERSITY/EQUAL OPPORTUNITY EMPLOYMENT POLICY**

Washington Latin is an equal-opportunity employer, and it is our policy to recruit, hire, and promote for all jobs on the basis of merit, qualifications, skills and competence. We do not discriminate on the basis of race, color, national origin, marital status, religion, sex, age, sexual orientation, disability, or any other protected status. Washington Latin will fully comply with all employment-related and other laws. All employment decisions will be made solely based on the individual's qualifications as related to the requirement of the position being filled.

[Read more](#) about Latin’s model, teaching approach, and community on our website – [www.latinpcs.org](http://www.latinpcs.org)

## **APPLY NOW**

Qualified applicants should apply [here](#). Candidates with any specific questions can email us at [jobs@latinpcs.org](mailto:jobs@latinpcs.org).