



## Job Description

**Job Title:** Educational Technology Specialist/Systems Administrator

**Start Date:** July 1, 2021

**Salary:** Commensurate with Experience

**Reports directly to:** Director of Information Technology, working closely with the Division Directors

**Department:** Information Technology

### **Position description:**

The Educational Technology Specialist/Systems Administrator (ETS/SA) is responsible for providing technological management, support, and training for students, parents, faculty, and staff. The ETS/SA promotes the use of technology in Toddler-Gr.12 classrooms through professional development and training. In addition to in-class technology support, the ETS/SA serves as the School's representative for District managed E-rate and Title V programs. This position also provides administrative support to ensure effective use of all technology resources and databases utilized by the School.

The Educational Technology Specialist/Systems Administrator has an impeccable work ethic, a high-level of analytical ability, and excellent interpersonal, communication, and tech skills. A successful candidate can work independently while forging effective working relationships with a broad range of internal and external constituents. This position requires both big-picture thinking and attention to detail, managing multiple tasks and priorities effectively. An understanding of and a commitment to a culturally and ethnically diverse population is essential.

### **Primary responsibilities include:**

- Assist the Director of Information Technology in supporting the faculty, staff, and students with Tier 1 technical issues and assist with email, computers, tablets, interactive boards, network, internet, printers, software, projectors, etc.
- Oversee inventory and supply orders of all technology on campus, and dispose of e-waste as necessary
- Manage the School's E-rate and Title V Programs
- Manage cell phone, local phone, and long-distance contracts while analyzing plan effectiveness/efficiency
- Provide technology-based professional development to students, parents, faculty, and staff
- Manage digital accounts for students and staff in various academic platforms (Think Central, Turnitin.com, HMH, IXL, TypingClub.com, Discovery Education, etc.)
- Manage, maintain, and oversee the School's management software, Rediker (Admin +, Admissions +, PlusPortals, Gradebook, Finacs, Sustain).
- Respond to, create and assign technical support tickets
- Diagnose, repair, and maintain desktop and laptop hardware, peripherals, and software
- Perform preventative maintenance on technology equipment
- Assist with website design/review website regularly to ensure timeliness of the material.

### **Qualifications Include:**

- Degree in information technology or related field required
- Minimum of 3 years' experience in various digital learning platforms such as learning management systems and publisher platforms, preferably in an independent school
- Familiarity with Microsoft and Apple platforms and basic networking concepts
- Demonstrated understanding of technology-based communications such as email, instant messaging (Slack, Teams, Hangouts), synchronous collaboration tools (GoToMeeting, Zoom) required.
- Knowledge of necessary computer hardware and peripherals, networking concepts, devices, and security
- Knowledge of Interactive Whiteboards (Smart and Promethean), projectors and audio/video equipment, and other educational technology.
- Knowledge of educational and business applications to support faculty, staff, and students

- MS Office 2007, 2010, and 2013
- MS Outlook 2013 and MS Exchange OWA
- Adobe Creative Suite 6
- Common Internet Browsers (IE, Firefox, Chrome, and Safari)
- Typical multimedia applications and tools.
- Exceptional Microsoft Excel/Google Sheets skillset, including task automation, using macros and VBA, Creating dynamic reports with PivotTables, building formulas; managing large datasets with functions, ask automation, data manipulation, arrays, etc.
- Excellent interpersonal skills and the ability to foster positive relationships
- The ability to work independently as well as collaboratively and the ability to organize and prioritize multiple tasks and projects required

**School Description:**

Antilles School is an independent, coeducational day school located on St. Thomas, in the US Virgin Islands. Antilles enrolls approximately 400 students in a toddler program through grade 12.

Excellence, Diversity, and Community are the guiding principles for each day at Antilles. We pride ourselves on inspiring each student to reach his/her potential in a multicultural setting that is one of the hallmarks of our School. Antilles combines educational excellence and character development to transform our students into young adults prepared for college, career, and life. Antilles strives to develop the whole child through challenging academic courses, technology, music, art, and athletics.

Antilles School is committed to maintaining an atmosphere of collaborative learning, to building a diverse community based on mutual respect, and to fostering social and emotional learning as well as social equity, diversity, and inclusivity into our school life.

Antilles School is an Equal Opportunity Employer. Antilles does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. Employment decisions are decided on the basis of qualifications, merit, and demonstrated need.

**Application Procedure:**

Send letter of interest, resume, and references to Liz Morrison, Head of School, Antilles School, 7280 Frenchman Bay, St. Thomas, VI 00802 or via [employment@antilles.vi](mailto:employment@antilles.vi).