

Director of Technical Support



The Director of Technical Support at Lighthouse Preparatory Academy has the responsibility of coordinating the successful implementation and inclusion of technology for staff and student use.

Responsibilities/Tasks:

- Organize and develop professional development workshops for teachers
- Help teachers integrate technology in the curriculum
- Help evaluate hardware and software needs
- Provide support and maintenance for the school computers
- Maintain anti-virus, malware, and other protection services
- Update software when needed
- Answer questions that students, teachers, and parents have about school-related accounts
- Maintain student/teacher email accounts and Microsoft accounts
- Work with the Administrator, Dean of Program Support, and Accounting Manager to budget for technology needs of the school
- Serve as a member of the Program Support Committee
- Other duties as assigned by Dean of Program Support or Administrator

Job Requirements:

- Is a consistent witness for Jesus Christ; maintains a courteous, Christ-like attitude in dealing with people within and outside of Lighthouse Preparatory Academy
- Demonstrates behaviors aligned with Lighthouse Preparatory Academy's core values and mission statement
- Has obtained at least a bachelor's degree (preferred)
- Possesses strong organizational skills
- Has experience with Windows 10 and Microsoft applications
- Has networking experience (preferred)

Job Reimbursement:

- Salary: \$1,300 for the remainder of the 2018-19 school year
- Qualified Tuition Reduction: 10% for the 2018-19 school year