

Wesleyan School



PC Tablet Program Coordinator

The PC Tablet Program Coordinator will manage the tablet Help Desk. The person who holds this position will assist with the ongoing tablet training for faculty and students, as well as help in communicating to parents. The coordinator will assist with repairing, maintaining, and reimaging tablet PCs, and as time allows, will assist teachers in designing curriculum applications for the tablets for classroom instruction. The PC Tablet Program Coordinator will report to the Technology Director as a 12 month employee.

RESPONSIBILITIES

◆ **Help Desk Manager**

- Creates a process for managing the loaner pool of tablets.
- Keeps detailed records of loaned equipment.
- Keeps detailed repair records.
- Manages in-house inventory of supporting materials such as repair parts and installation supplies.
- Manages tablet help desk.

◆ **Staff Development and Other Training**

- Works with teachers and students in using the tablet for educational purposes.
- Answers software questions from faculty.
- Serves as the primary point person for all faculty questions regarding tablets, training, and their use.
- Helps design new Computer U classes based on the needs of the faculty.
- Teaches Computer U classes.
- Works with the Director of Communication to develop marketing strategies for broader constituencies.

◆ **Hardware Technician**

- Diagnoses, maintains, and repairs Toshiba tablets for students and faculty.
- Re-images tablets as necessary. (Using Ghost or Windows Deployment)
- Diagnoses, maintains, and repairs other computers, printers, and computer related hardware.
- Stays abreast of new technologies.
- Reviews new hardware and recommends items for purchase.

◆ **Software Technician**

- Installs all software that has been approved by the Technology Director.
- Updates all software on campus as needed – all software should be checked for updates at least yearly.
- Downloads and installs patches on all software at least yearly.
- Assists the Technology Director in maintaining detailed software licensing records.

◆ **Knowledge Base - Software**

- Windows 7
- Microsoft Office 2010
- Adobe CS5

- ◇ **Serve on the Technology Committee**
- ◇ **Perform other related duties as assigned by the Technology Director.**
- ◇ **Work various shift schedules as needed to ensure end-users needs are met. This could include early mornings, late evenings, or weekends. (Compensated for “overtime hours” by comp time.)**
- ◇ **Support the school’s technology plan.**
- ◇ **Attend at least one professional seminar or workshop per year for professional development.**
- ◇ **Read professional journals and/or newsletters to stay abreast of emerging trends and technologies**

QUALIFICATIONS

- ◇ Knowledge and experience repairing Toshiba tablets is desirable.
- ◇ Knowledge and experience with OneNote, DyKnow, and Moodle is desirable.
- ◇ Working knowledge and experience with Mac computers and software is desirable
- ◇ High level of interpersonal skills. Should be creative and flexible.
- ◇ Demonstrates a willingness to accept responsibility and to cooperate with all levels of school employees.
- ◇ Is able to work without constant supervision.
- ◇ Must be able to manage other technicians.
- ◇ An A+ certification is highly desirable.

REQUIREMENTS

Interested applicants should have a strong grounding in the Christian faith, a college or technical school degree, experience in the educational technology field, a patient disposition, a collaborative attitude toward decision-making, and a strong interest in providing technical assistance with a servant’s heart.