

NANSEMOND - SUFFOLK ACADEMY

POSITION TITLE: Technology Coordinator
DEPARTMENT: Technology
REPORTS TO: Director of Technology
FLSA: Exempt
TERM: 12 months

School Overview:

Nansemond-Suffolk Academy is an independent coeducational, college preparatory day school serving grades Pre-Kindergarten (including 2 year olds) through 12. The school has a current enrollment of approximately 900 students and 165 employees located on two campuses in Suffolk, Virginia. Nansemond-Suffolk Academy is accredited by the Virginia Association of Independent Schools.

Job Summary:

This individual will monitor support tickets and maintain an inventory to ensure the Technology Department provides and manages corrective, proactive and preventative maintenance for all school-wide technology resources. The Technology Coordinator will assist the Director of Technology with achieving and managing the department's operational goals to achieve school's short and long-term objectives.

Essential Functions:

- Manages and resolve all technology support tickets in a timely manner;
- Assists Director of Technology with evaluating technology policies, procedures and processes in areas such as end-user support, data management and network access;
- Keeps an updated inventory of all technology assets at all times and determine what technology products need to be ordered on an annual basis;
- Assists with the purchase/lease of new technology, as appropriate;
- Supports the use of technology (including phones) throughout the school on a daily basis, ensuring the technology is functional and useful in the classrooms;
- Assists Director of Technology with the implementation and setup of all technology needs for school events, such as all-school meetings, board meetings, presentations and other school-wide events as requested. May require collaboration and coordination with other departments and may also require evening/weekend hours;
- Provides technology guidance and inspiration to teachers in the classroom to see the possibilities in using technology to expand their teaching tools;
- Works closely with Division Heads to ensure curriculum supports technology learning in the classroom and prepares students for changing technologies;
- Interacts with other fellow educational technology professionals;
- Remains current on and evaluates emerging technologies that have potential value for teaching and learning in an effort to stay abreast of technology trends and best practices for independent schools;
- Provides technology training, as needed, to faculty and staff, including new hires, on a regular basis; and
- Performs other duties as assigned by the Director of Technology.

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Required Education/Background:

- A bachelor's degree in computer science, technology, information systems, education technology, education, or related field from an accredited College or University and/or at least 3 - 5 years of proven experience with information technology and/or network administration.
- Expertise in computer systems, networks and with software and services that can enhance a school's operational and academic domains.
- Experience in instructional technology, instructional design or educational technology, preferred.

Required Skills:

- Possess a strong educational and experiential background in technology, and understand the changing role of technology
- Ability to implement new technology initiatives in the classroom and collaborate with faculty regarding best practices in technology instruction
- Ability to inspire faculty and students to develop their technology skills
- Familiar with multiple computer operating systems, preferably with the Apple platform
- Familiar with web-page design principles
- Demonstrated experience using Microsoft Excel, Word and Google Workspace for Education. Blackbaud or other school information management system experience preferred
- Excellent organizational and communication skills and attention to detail
- Ability to build relationships with faculty and staff by creating a caring and inclusive community in which all members are respected and valued
- Ability to multitask and meet deadlines

Nansemond-Suffolk Academy offers a competitive salary, health, retirement, disability and life insurance benefits. Qualified applicants shall submit a completed NSA employment application (form posted online), resume with references and a cover letter explaining their interest in and qualifications for this position to Angie Thompson, director of finance and accounting, at athompson@nsacademy.org, for further consideration. Salary commensurate with experience.

At Nansemond-Suffolk Academy, students are engaged in personal growth, inspired to discover their passion and empowered to make a difference in the world.