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Technology Integration Associate (full-time)

Community Charter School of Cambridge (CCSC) is a public charter school that serves students in grades 6-12. Focusing on post-secondary success for all students, CCSC combines high academic and behavioral standards with a supportive environment in which all students are known exceptionally well. CCSC seeks dedicated, outstanding, and innovative faculty and staff interested in joining our diverse and talented team. Educators will build upon our rigorous academic program, commitment to diversity, and strong school culture. CCSC has been honored during its first twelve years and is currently the highest ranked middle/high school in the greater Boston area. Last year, CCSC received an official state commendation and was runner-up for the prestigious Pozen Prize for Charter Schools. Outstanding academic results for all students *and* all subgroups over the past few years were qualifications for both.

CCSC is seeking a Technology Integration Associate in a full-time role. The ideal candidate has strong problem solving skills, a demonstrated passion for technology, and an interest in working with students in grades 6-12. Exercising its autonomy as a public charter school, CCSC has an enormous amount of technical freedom. The IT department strives to be on the cutting edge of educational technology. The successful candidate will embrace such an environment, endeavoring to support high-quality teaching and learning in all of its forms. This is a 12-month position with an expected start date of June 1, 2017.

Responsibilities include:

- Problem analysis, research, and resolution for end users including hardware, operating system and software for laptops and desktops. Additional supported hardware includes printers, copiers, projectors and other A/V equipment
- Setup and maintenance of laptops and desktops, including use of imaging software and day to day break/fix
- Scheduling and delivery of equipment to classrooms
- Supervise and support student computer use in classrooms, labs, etc.
- Assist in the upkeep of Windows Active Directory, GSuite, and Microsoft Exchange infrastructures

Requirements:

- A demonstrated passion for technology
- Ability to work independently to solve problems
- A positive attitude when working under stressful conditions. CCSC is a very busy place, and sometimes there is a lot of pressure. You need to be able to work with teachers and students who need something right away...and do so with a smile.

Pluses:

- Experience supporting Windows 7/8/10
- Experience with OS X and Chrome OS
- Skills in Photoshop, Final Cut, and/or other creative applications

How to Apply

All interested candidates should send a resume and cover letter to Neal Landry, Director of Technology, at itjobs@ccscambridge.org with the subject line "Technology Integration Associate." In your cover letter, please describe your interest in working with students and technology.