



Bridgton Academy Information Technology Specialist

The Information Technology Specialist will be responsible for the following items:

Support / Help Desk

- Service and maintain all staff machines (primarily Macintosh platform)
- Work with the Technology Director to rollout student iPads
- Provide support for all student iPads
- Preparation and installation of new staff computers
- Maintain a staff computer inventory
- Manages all help desk issues for students/staff over the course of the year
- Responsible for office hours as set by school leadership

Network Infrastructure

- Manage all back-end systems as they relate to basic staff/student usage and network connectivity (email, internet, printing, VOIP phones)
- Monitor staff/student usage over the course of the year and implement systems that help the department identify network traffic issues and usage trends
- Become actively involved with the school leadership in the research and development of new systems as the department looks to enhance the network infrastructure

Other

- Have an interest in teaching limited sections of computer-based courses during the school year (not required, but helpful)
- Stay involved in appropriate professional development opportunities

Skills and Abilities

- Bachelor's degree or higher
- Desire to learn new systems and be self-directed
- Ability to be flexible with schedule
- Experience with the Google education platform and other entry level functions (printing, connectivity, wireless concepts)
- Strong written and verbal communication skills
- Ability to communicate with people at varying levels of technical knowledge
- There are some physical requirements for this position – ability to lift computers and other hardware, as well as work on wiring projects as they pertain to network projects
- Some knowledge of network infrastructure is helpful (firewall systems, TCP/IP, routing, wireless technologies, personal device connectivity), but not required

All inquiries about the position should be directed to:
Dave Lepage, Assistant Head of School, dlepage@bridgtonacademy.org