



Date Posted: 7/12/2022

Send resume to: Name: Michele Melligan, Head of School
Address: 88 Red Jacket Parkway
Buffalo, NY 14220
Email: employment@mtmercy.org

Type of Employment: Summer: Part-Time If part-time, # of hours per week Full-Time:

Job Title of Open Position: Technology Coordinator

Salary: D.O.E. Salary will be: hourly other

Employer: Mount Mercy Academy Department Technology

Location Address: 88 Red Jacket Parkway
Buffalo, NY 14220

Employer website: <https://www.mtmercy.org/employment>

Brief Job Description

Mount Mercy Academy is seeking an energetic and dedicated Technology Coordinator. Our ideal candidate should have extensive knowledge in networking infrastructure along with interests in working with adolescents in an educational setting.

A technology coordinator is responsible for maintaining the school's technology systems infrastructure, ensuring the efficiency of computer systems to meet project deliverables, and preventing delays in everyday business and educational operations. Purchase, maintain, and update technology systems and software. Develop and administer the institution's technology budget, and work with the CFO, government agencies and/or BPS to obtain supplementary funds or grants.

Essential Duties & Responsibilities

- Attend all staff meetings.
- Attend all faculty meetings when needed.
- Attends monthly Technology Cohort/MESA Technology Coordinator Meetings and serves as liaison for the Academy.
- Chief Information Security Officer of Security Task Team.
- Develop all educational informative tips, handouts, reference material for any technology related equipment or process.
- Develop and provide onboarding materials and training and/or staff/faculty in-services.

- Develop and maintain internal Intranet for Faculty/Staff and Students.
- Develop and manage school YouTube site, along with audio online announcement program using Live Studio software and video camera/microphone production software.
- Is responsible for the recommendation and procurement of all Network Hardware upgrades and works on Network Hardware upgrades.
- Is responsible for the recommendation and procurement of all Server and Workstation hardware.
- Is responsible for the recommendation and procurement of all Wireless Hardware upgrades.
- Maintain an updated technology inventory for the school, which includes all Buffalo Board of Education materials on loan.
- Maintains all Projectors, Receivers, Speakers and Smartboards.
- Maintains all required licensing and service contracts on all equipment.
- Maintains and updates external school Webpage.
- Maintains Rediker Chromebook database for inventory of Chromebook distribution.
- Maintenance assistance on all small electronic equipment, i.e., Fax machine, Postal machine.
- Manages and executes Cyber Security Training Annually for all staff, faculty and students according to NYS and Government guidelines.
- Oversees and maintains account creation in Active Directory for Email - School Accounts.
- Oversees and maintains all backups of servers.
- Oversees and maintains all Chromebook inventory and distribution, including assignment, upgrades and monitoring.
- Oversees and maintains all Chromebook repairs, insurance claims, loaners and replacements.
- Oversees and maintains all Chromebooks, iPads, MacBook's, PC's, iMacs, Laptops and any other peripheral equipment including all supporting hardware, i.e., mouse, webcams and software.
- Oversees and maintains all Service Desk software, tickets and knowledge base articles.
- Oversees and maintains all End User Support Requests during school and off hours.
- Oversees and maintains all iPads, MacBook's inventory and distribution, including assignment, upgrades and monitoring.
- Oversees and maintains all on-premises Network hardware and software.
- Oversees and maintains all on-premises PBX hardware and software, including phones.
- Oversees and maintains all on-premises Printers and Printer Servers in conjunction with Printer provider services and printer vendor.
- Oversees and maintains all on-premises Server, Router hardware and software, including upgrades.
- Oversees and maintains all on-premises Wireless hardware and software, including upgrades.
- Oversees and maintains all on-premises Workstation hardware and software, including upgrades.
- Oversees and maintains all printer minor repairs and processing through vendor services.

- Oversees and maintains all Wi-Fi servers, access points, wiring and connections.
- Oversees and maintains current Microsoft Licensing inventory for all equipment.
- Oversees and maintains Security Cameras and Software monitoring for the entire facility and grounds.
- Oversees and maintenance email service (Gmail) and Google Apps for Education, including upgrades and coordination with staff development.
- Maintains all audio-visual equipment, TVs, Smartboards, projectors, for presentations in classroom and various board rooms.
- Point of contact for all technology vendors.
- Prepare and implement with the appropriate staff, faculty and administration, a Technology Plan.
- Processes all Technology Billing and new purchase requisitions for the school and departmental needs through the Academy, monitoring allotted budget.
- Processes all Technology purchases and requisitions for the school and departmental needs through BPS, monitoring allotted budgets.
- Rebuild and upgrade all Apple, Windows, devices with the latest software upgrades.
- Responsible for all PC, iPads, MacBook and Chromebook rebuilds and upgrades.
- Setup rooms for Audio/Visual requests for presentations including TV, projector, screen, microphone, and laptop cart and work with outside presenters if needed.

Qualifications: Required Education/Experience

- Associates Degree or higher in Computer Science with a working knowledge of Active Directory, Servers, network infrastructure, knowledge of ITSM-Spiceworks, Google Administrator or equivalent years in computer related work and support. Training and/or experience in educational technology is a plus.

Desired Skills

- Work is performed while standing, sitting and/or walking. Requires bending, squatting, crawling, climbing, reaching and the ability to lift, carry, push or pull light weights of up to 40lbs.

E.O.E.

How to Apply: By Mail E-Mail Fax your resume, cover letter, list of references, copy of teaching certifications and the application to employment@mtmercy.org as soon as possible.