**Tablet Program Support Specialist**

Cincinnati Country Day School seeks for the 2018-19 school year a new member of the technology team who will be an energetic, creative collaborator with a passion for education. Primary duties will include all facets of supporting our powerful learning environment. This will include being directed by our Network Administrator for lower level Infrastructure Support/Maintenance and working with students and teachers to support learning. Duties will be assigned by the director of technology and include but are not limited to the following:

**Infrastructure**

Assist with Network/server maintenance-troubleshooting-support
A/V troubleshooting for cameras-projectors-flatscreens

**Help Desk**

Responsible for some Help Desk coverage
Troubleshooting and remediation of hardware and software issues
Re-Imaging/Data recovery

Learning Environment

Work with Faculty, Staff and Student Users to Support great learning and teaching
Opportunity to teach STEAM/Technology electives

This position will offer the right individual the opportunity to work in a powerful learning environment and support great learning and teaching. The successful applicant will be creative, have good problem solving skills, and will be able to function effectively and independently in a fast-paced, collaborative environment with a diversity of tasks and evolving priorities. The ideal candidate will be a strong and patient communicator both in person and electronically. Requirements include a bachelor’s degree and facility with Microsoft Windows, Office and Office 365. Experience in a school setting working with faculty and students is preferred. Cincinnati Country Day School is committed to being at the forefront of effective curricular integration of technology. Internationally recognized for its pre-K – 12 cutting- edge program, CCDS is an independent, co-educational school with 860 students on a sixty- acre campus in suburban Cincinnati, Ohio. Since 1996, CCDS has operated a 1:1 technology program. All students in grades 5 – 12 and all faculty have been using tablet PCs in their daily educational activities since 2003 and we are currently using Surface Pro 4 tablets.

Please send a resume and cover letter to technology@countryday.net. Please, no phone calls. We will contact you if we need further information.

In addition to a competitive compensation package, there is an attractive tuition remission program in place at Cincinnati Country Day.