



ARISTOI

CLASSICAL ACADEMY

JOB DESCRIPTION

POSITION: Technology Specialist

REPORTS TO: Superintendent/Business Manager

DUTY DAYS: 12-Month

EMPLOYEE STATUS: Exempt

HOURS: 7:30 AM – 4:00 PM Monday – Friday (Some weekends may be required)

MISSION

Our mission is to provide students with an academically challenging Classical Liberal Arts education that encourages them to develop a passion for learning and that gives them the means to become responsible citizens of virtuous character. Technology's mission is to enable students, teachers and staff to achieve the primary goal through sustainable and ever-evolving technology tools and services. The Technology mission is to be delivered with the highest positive User Experience (UX) possible in each encounter.

JOB SUMMARY

In this position, the successful applicant will be responsible for maintaining the integrity and efficiency of technology at all Aristoi Schools. The Technologist role will also be the point of contact for educational staff (teachers, department heads, and heads of school). A positive user experience (UX) will be a key measurement of this role.

The Technology Specialist – will have a set of primary responsibilities in the Technology team:

- Teacher/Education - Technology Interface
- Educational Software Subject Matter Expert (SME)
- Process Operations Owner/Development
- Data Analytics

MINIMUM JOB REQUIREMENTS

- Bachelor's degree or years of experience in problem-solving and stakeholder management preferred
- Certifications Preferred
 - LEAN certifications
 - ITSE certifications
- Excellent customer service skills required
- Ability to learn quickly and understand the bigger picture
- Ability to communicate at different levels dependent on the current audience
- Strong analytic skills to gather and process diverse data into usable forms
- Positive and professional attitude
- Other related duties as assigned

Aristoi Classical Academy is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or ability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

Superintendent

Signature

Date