

**SAINT HENRY SCHOOL
POSITION ANNOUNCEMENT**

TECHNOLOGY COORDINATOR

Saint Henry School, a vibrant K-8 school of approximately 640 students, located at 6401 Harding Pike in Nashville, is seeking candidates for the position of Technology Coordinator. This is a full-time position. Work schedule is 7:30am to 4:30pm, Monday through Friday, year round.

Primary functions of this position are to: maintain school hardware through troubleshooting, supervising repairs, or purchasing/installing replacements; maintain school software through updating, supervising updates, purchasing/installing new software as needed; manage technology-related contracts, e.g., IT consultant, software, database, etc.; train and support teachers and office staff in the use of technology; and maintain the school website.

Education/Experience:

- Bachelor's Degree in a related field of study, preferably in educational technology
- 2-3 years of experience in a technology-related position
- Prefer candidate with 2-3 years of experience in educational technology

Other Skills or Requirements:

- Knowledge of computer science, computer education, and Microsoft Office 365
- Knowledge of educational technologies and related fields
- Willingness to submit to and satisfactorily complete a criminal background screening and complete Safe Environment training

Competitive salary based on experience and education with excellent benefits package. Please email resume to Sister Maria Christi, O.P. at info@sthenry.org

POSTING DATE: May 16, 2016

DATE AVAILABLE: June 1, 2017