



Educational Technology Specialist

Don Bosco Cristo Rey High School and Corporate Work Study Program

Don Bosco Cristo Rey is a private, Catholic, college-prep high school sponsored by the Archdiocese of Washington and the Salesians of Don Bosco, serving students of diverse backgrounds from financially challenged families who live in the greater Washington metropolitan area. Don Bosco Cristo Rey's mission is to provide an affordable, safe, values-centered education which prepares graduates for success in college and life. The Corporate Work Study Program (CWSP), is a unique feature of the school. A separate corporation, it trains the students for entry-level clerical employment, and markets their services to local corporate clients.

Job Summary:

The Educational Technology Specialist works with all departments across the high school and Corporate Work Study Program (CWSP) to support students, faculty, and staff with the use of technology.

Primary Duties and Responsibilities:

- Work with the school and CWSP leadership team to develop and implement a comprehensive technology plan
- Coordinate technology-related professional development for faculty and staff
- Oversee the continued integration of technology into classroom instruction
- Assure the integrity and continual operation of the IT network
- Oversee, administer and maintain onsite computer equipment and software
- Serve as primary contact with outside IT-related vendors
- Assist with the yearly application for, and evaluation of, the Erate program
- Teach technology courses for students as needed
- Assist in the budgeting process for IT needs organization-wide
- Provide recommendations on software and hardware systems organization-wide
- Other Duties as Assigned

Qualifications:

- Bachelor's degree in computer information systems, management information systems, information technology, computer science, or a computer related degree
- Requires documented activity demonstrating increasing skills/knowledge of technology topics; experience with computers, servers, networking, Windows Operating Systems, computer imaging, Active Directory, phone systems and security
- Ability to lift 50 lbs. or more and to crawl under desks and into tight spaces.
- A+, Network+, or Microsoft Certified Professional certifications, experience with Java or C++ is a plus.
- Experience in a one-to-one device to student environment is a plus
- Commitment to social justice and working with high school students
- Demonstrate a positive attitude

- Good communication skills
- Collaborative leadership style
- Sensitivity to working in a diverse multi-cultural environment
- Knowledge of the Catholic faith, beliefs and practices
- Understanding and commitment to the educational mission of the Archdiocese of Washington, the Salesians of Don Bosco, and the vision of the Cristo Rey Network

Application deadline: July 18, 2018

Position available: August 6, 2018

If you are qualified and interested in this position, please send a letter stating personal intent and a comprehensive resume to:

Elias Blanco

Principal

eblanco@dbcr.org

Subject line: DBCR Educational Technology Specialist