

**POSITION:**  
**Technology Coordinator**



**JOIN OUR TEAM!**

At Charter Arts, creativity and community abound! Help us ensure that ALL of our students have access to a rigorous and engaging learning environment in a creative, inclusive, and collaborative arts high school.

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[www.CharterArts.org](http://www.CharterArts.org)

**VISION:** To develop the next generation of collaborative artists and innovative thinkers who will impact the world with their unique vision and voice.

**MISSION:** Lehigh Valley Charter High School for the Arts provides a unique environment that fosters a creative, academic approach to learning and a development of talent in the arts. Built upon passion, discipline, and a commitment to excellence, this integrated educational experience inspires all students to believe in themselves and what they can accomplish.

**APPLY:** Submit your cover letter, resume, three letters of recommendation, certification (if applicable), and clearances as one PDF document to [jobs@charterarts.org](mailto:jobs@charterarts.org). Resumes will be accepted until the position is filled.

Lehigh Valley Charter High School for the Arts (Charter Arts) is a non-profit 501(c)3 tax-exempt corporation founded in 1998. Charter Arts is an Equal Opportunity Employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**Job/Position Specific Requirements:**

- Clear and effective communication with Charter Arts staff and event organizers
- Ability to set up, run, and strike live sound equipment and video equipment.
- Punctuality and dependability
- Flexibility in scheduling
- 1 year experience in providing technology, sound and video event support
- Dante experience desirable
- Tricaster experience desirable
- Final Cut X and Adobe Creative Suite experience desirable
- General IT and computer support experience desirable

**Reporting Relationship(s): Principal**

**JOB PURPOSE**

*The Technology Coordinator will support all student and staff technology needs both in and out of the building if necessary. This includes student and staff devices, as well as maintenance of the school's 1:1 initiative. The position requires the individual to have excellent communication skills, technology experience, and administrative and organizational skills. This position is a full-time salaried position.*

**General Technology Support**

- Enhance the attainment of the district's mission, vision, expectations, and goals

- Troubleshooting classroom technology including TVs, speakers, Chromecasts, and tablets
- Assisting teachers, students, and staff with laptop and Chromebook issues and questions
- Assisting with the creation and maintenance of student and staff accounts
- Updating school databases (i.e. student records)
- Troubleshooting issues with printers and/or copiers
- Keeping up-to-date technology and media inventory
- General IT support tickets in the building
- Providing timely technical support for all school-related technology issues.
- Developing and maintaining a knowledge base of troubleshooting steps for common issues.
- Creating user guides and documentation for staff and students to assist with common technology tasks.

### **Collaboration and Stakeholder Engagement**

- Working in coordination with the IU representative on projects and tasks that occur throughout the year
- Working with the IU on device repairs and updates
- Monitoring student device use and ensuring compliance with school policies
- Collaborating with various school stakeholders, including teachers, administrators, and parents
- Providing training sessions for staff and students on new technology and software

### **Network and Systems Management**

- Managing Google Suite for Education, including account setup and maintenance
- Overseeing the school's servers, ensuring they are secure and up-to-date
- Managing access points for the wireless network to ensure reliable and secure connectivity
- Monitoring network performance and troubleshooting connectivity issues
- Implementing cybersecurity measures to protect school data and systems with IU support

### **Professional Development**

- Conducting regular professional development sessions for staff on the effective use of technology in the classroom.
- Keeping up-to-date with emerging technologies and recommending new tools and resources for the school.
- Providing one-on-one or small group training sessions for teachers needing additional support.

### **Maintenance and Upgrades**

- Ensuring all technology equipment is regularly maintained and updated.
- Coordinating the purchase and implementation of new hardware and software in line with school policy.
- Managing the inventory of all technological devices and equipment.
- Manage technology storage rooms cleanliness and organization.

### **Policy Development and Compliance**

- Assisting in the development and enforcement of school technology policies.
- Ensuring compliance with state and federal regulations related to technology, purchasing, and data privacy.
- Conducting regular audits of technology use and data security practices.

### **Communication and Collaboration**

- Acting as a liaison between the school, IU, and technology vendors or service providers.
- Facilitating communication between the IT department and other school departments to ensure technology needs are met.
- Participating in school leadership meetings to provide updates on technology initiatives and needs.
- Assisting and issuing communications to stakeholders in collaboration with the school administration.

### Strategic Planning

- Assisting in the development and implementation of the school's technology plan.
- Evaluating the effectiveness of current technology initiatives and making recommendations for improvement.
- Supporting the integration of technology into the curriculum to enhance teaching and learning.

### Event and Media Support

- Providing audio and video support for Charter Arts events
- Assisting with audio and video maintenance and inventory in the building
- Assisting the Production Arts faculty with project-based classes in the Production Studio
- Setting up, running, and striking live sound equipment and video equipment for school events

### Additional Duties

- Performing all other related work delegated or required to accomplish the objectives of the total school program
- Maintaining the school technology budget, including requests for new technology, upkeep of equipment, and logs of recurring costs for the business office.
- Must have and maintain high expectations for self, all students, and team members
- Demonstrating creativity and leadership in implementing technology solutions

### CRITERIA FOR SELECTION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- BA/BS or advanced degree from an accredited institution and/or related field
- Ability to establish and maintain positive, cooperative, and effective working relationships with others
- All employees are expected to be active change agents with an equity-based, innovative mindset, for advancing the future of their students and departments
- Ability to communicate effectively orally and in writing
- Ability to follow written and verbal directions using correct grammar, sentence structure, and spelling.
- Ability to interpret, analyze and problem solve both written and verbal communications.
- Perform all other related work delegated or required to accomplish the objectives of the total school program.
- Must have and maintain high expectations for self, all students, and team members
- Demonstrates creativity and leadership.
- Knowledge and implementation of relevant technology.
- Schedule: The Charter Arts school day requires full time employees to be present from 8am - 4pm; hours may need to adjust or flex depending on the needs of the specific position as outlined by the direct

supervisor. All employees must be willing and able to work outside of regular school hours, including nights and weekends, when necessary and/or when outlined by the supervisor to help support the mission and vision of the school.

### **PHYSICAL QUALIFICATIONS:**

This list covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities, the inclusion of which would be in conformity with the major purpose of this job.

- Ability to operate office/classroom equipment
  - Ability to use computer technology and other technology as appropriate for the specified position
  - Must appropriately handle confidential information; ability to use computers and other AV equipment for group meetings, presentations, projectors, and video equipment
  - Physical ability to: Sit 40%; Walk/Stand: 55%; Drive 5%
  - Manual dexterity for repetitive movement of fingers and hands for keyboarding
  - Ability to lift objects of moderate weight from 15 to 30 pounds
  - Artistic high school environment
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### **Notes:**

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and perform any other job-related duties requested by anyone authorized to give instructions or assignments.

Since we are hiring for various positions, it may take us some time to review your application materials and begin the interview process for the job you applied for. Once your application is reviewed, you may be contacted for a phone interview. Final interview candidates must submit up-to-date Act 168, I9, state and federal criminal background checks, and a child abuse clearance to be considered for employment at the Lehigh Valley Charter High School for the Arts. If an applicant cannot provide these documents upon request, the candidate will not be offered a position. All application materials will be saved for up to three years.