

**Job Title:** Technology Support Technician

**Job Type:** Part Time

**Compensation:** Commensurate with experience and qualifications

**Position Summary:** Furlow Charter School is a free public school serving students throughout Sumter County, Georgia. Our academic curriculum emphasizes project-based learning and service learning, with additional emphasis on fine arts and foreign language education. Furlow serves a student population of approximately 600 students in grades K-12. Our mission is to foster success among our diverse community of students, through innovative approaches to public education that encourage critical thinking and multi-disciplinary learning in an active, inclusive, and engaging educational environment. FCS is committed to fostering cultural awareness, inclusivity, social responsibility, and academic awareness through innovative pedagogy.

**Essential Duties:** Performed under the general supervision of the media specialist, essential duties may include but are not limited to the following:

- Install and maintain hardware/software and understand network environments.
- Maintain appropriate service records, licenses and inventory on equipment and software.
- Troubleshoot, problem solve and respond to help-desk tickets for technology and telephone systems.
- Provide technical support for nutrition personnel on technology hardware, networking and software.
- Provide technical support for online testing.
- Maintain equipment inventory.
- Maintain and update Anti-Virus software.
- Maintain and update Backup.
- Assist with maintaining pushed policies to chrome devices and Apple devices.
- Assist with Google domain administration.
- Maintain and update Windows Server and Active Directory
- Provide AV and technology set-up for presentations, workshops, meetings, etc.
- Support the setup for student and staff applications as necessary (for example G-Suite).
- Monitor appropriate websites and track devices and use as necessary to monitor student access.
- Maintain printer network connection and accessibility.
- Participate in professional growth to keep abreast of current and emerging technologies.
- Other duties as required.

## **REQUIRED QUALIFICATIONS AND EXPERIENCE**

The ideal candidate will have CompTIA certification or the ability to acquire said certification within 45 days of employment, and a minimum 2 years of verifiable technology work experience.

### **Preferred candidate skillsets include:**

- Windows Server services including DHCP, DNS, WDS, Printing, and Active Directory
- Wireless, Switch, Firewall and Google domain administration
- Office 365
- Chromebooks
- Sophos Antivirus for Windows devices
- Google Certification

**Physical Requirements:** May require regular lifting, carrying or transferring of 50 lbs; continuous standing, running, squatting, twisting, pushing, pulling, climb ladder and sitting on the floor to complete activities. Must be able to complete tasks with minimal supervision. To be successful, must have emotional maturity and be patient with students.

**HOW TO APPLY:** Interested candidates should email the following to [sduff@furlowcharter.org](mailto:sduff@furlowcharter.org)

- A cover letter explaining your interest in the position.
- Resume outlining your education, prior work experience, community/civic involvement history, and contact information for two professional references.

Furlow Charter School is an Equal Opportunity Employer. Furlow Charter School does not discriminate on the basis of race, color, sex, national origin, disability, or age in its employment practices.