INFORMATION TECHNOLOGY (IT) COORDINATOR

Reports to: Director of Operations
Duration: 12 months
Start Date: July 9, 2018

Our School

Altura Prep is a brand new school that seeks to create outstanding outcomes for students, while simultaneously being the best place to work in our city! We are looking for incredible educators committed to placing every student on the path to college, while also building a strong organizational culture that supports each adult to grow, achieve, and find joy in their work. **Altura Prep** was recommended for approval by Public Education Commission in September of 2017 and will open in southeast Albuquerque on August 14, 2018 to 198 students in kindergarten, 1st, and 2nd grades growing one grade level a year until we reach 5th grade in the 2021-22 school year.

Position Summary

The IT Coordinator position is a full-time, school-based technology management position. The IT Coordinator supports implementation of the technology budget and strategic plan, works collaboratively with the Director of Operations to manage appropriate technology services, applications, Requests for Proposals, and vendor selection and management. The IT Coordinator is responsible for setting up the school helpdesk and asset tracking systems, and developing and implementing technology policies, practices, and procedures, and supporting **Altura Prep** staff in implementation. The IT Coordinator reports to the Director of Operations, and, as a part of his/her role on the **Altura Prep** team, may also support other operations or systems-related work when requested by the Director of Operations. The individual in the IT Coordinator role will receive ongoing feedback and leadership development. All staff members are responsible for building strong and positive relationships with students and families, using data to tailor their instruction, and actively engaging with their colleagues.

Reasons you'll love working at Altura Prep:

- **Opportunity:** You get to contribute meaningfully to growing the school from the ground up and build systems that will impact significant numbers of students and families.
- **Support:** You will receive regular coaching and collaboration from the Director of Operations, and you will be part of a team focused on great outcomes for each student
- **Collaboration:** You will be a part of a dynamic team that makes time to connect daily and weekly to learn from each other and celebrate.
- **Success:** You will be a part of a school designed around student and staff success – from outstanding student achievement to staff retention and satisfaction, we aim to succeed!

Reasons we'll love you:

- **Ambitious:** You are ambitious on behalf of all students with a strong desire to continue your own professional growth
- **Innovative:** You find yourself seeking ways to improve and challenge existing systems and processes daily
- **Collaborative:** You prefer to work collaboratively, both with colleagues and families
- **Strategic:** You are driven by data to make strategic decisions around technology systems and processes
- **Analytical:** You obsess about how best and most logically and effectively to reach desired outcomes

IT Coordinator Responsibilities:
- Collaborate with School Directors to manage technology strategic plan and budget in alignment with academic program and school budget
- Oversee infrastructure development and maintenance

- Work collaboratively with teachers and staff to ensure that technology is working properly
- Support teachers with troubleshooting platforms or IT challenges
- Plan and deliver strategic professional development in small or whole group settings (with the support of the Director of Academics and Instruction and/or Director of Culture, Operations, and Compliance) to build teacher's technology capacity
- Manage technology vendor Request For Proposal process
- Set up Help Desk and tracking systems
- Assist in identification and selection of educational software purchases
- Support development and implementation of technology processes and policies (for students, teachers, and staff)
- Manage technology distribution to both students and teachers
- Maintain ongoing records of technology functions including hardware updates and/or replacements
- Manage the school –level insurance program with families
- Report to the Director of Culture, Operations, and Compliance

IT Coordinator Qualifications:
Required:
- Mission-driven, organized and committed to supporting innovation in classrooms and school
- New Mexico Level II or III Teaching License in K-8 Education with Technology Education or Information Tech Coordinator Endorsement
- Bachelor's Degree and relevant experience
- Advanced computing skills, knowledge of networking technologies, and experience data-base management
- Successful completion of background check

Preferred:
- Technology project-management experience (3+years)
- Data-compilation and analysis skills
- CCNP preferred, CCIE written and CISSP a plus.
- Experience with layer 2 transport such as ATM, Frame Relay, Ethernet, Layer 3 services: MPLS/VPN routing protocols: OSPF, BGP, EIGRP.
- Knowledge of network security tools, security practices as they pertain to telecommunications, DMZ's, VPN/RAS, Firewalls, IDS/IPS, NAC, MARS, CSA, RADIUS; TACACS and a track record of maintaining solid audit posture.
- Knowledge of existing network management tools and emerging tools, architectural concepts and principles as they relate to facilities and technology infrastructure.
- Ability to articulate and communicate complex technology concepts effectively in non-technical terms in a compelling manner;
- Ability to analyze complex business/technical problems to define system scope and objectives
- Excellent trouble-shooting, communication and customer service skills.
- Exhibits a professional image and presence in making oral and written presentations.

Compensation
- **Altura Prep** offers a competitive salary and comprehensive health benefits.

Start Date
- **Altura Prep** operations staff will begin training and orientation on July 9, 2018.

Apply Now: To apply, please send a cover letter and resume to careers@alturaprep.org and we will be in touch shortly.

Altura Preparatory School

Cover Letter Prompt: At this point in time in Albuquerque and across the nation, students' demographics and zip code determine their ability to access life-altering opportunities. Altura Preparatory School was founded to ensure that all students have access to an excellent education. Knowing this, why are you interested in joining the founding Altura Prep team? What in your experience, personally and professionally, has prepared you and given you the desire to join our team?

Commitment to Diversity: Altura Prep is actively seeking to build a diverse and experienced team. As an equal opportunity employer, Altura Prep hires without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status, or disability.