School Technology Coordinator

The Workshop School and Building 21 Philadelphia are two of the nation’s most unique and innovative high schools. Each school operates as a partnership between the School District of Philadelphia and an external, nonprofit organization. Both schools are competency-based, emphasizing authentic learning to build a broad and diverse skill set needed for a successful adulthood. Both place a strong emphasis on community, culture and personalization, and work with students and communities facing high levels of social and economic disadvantage. And though housed inside a large school system, both schools are highly entrepreneurial. Each works at the leading edge of high school innovation.

While directly supporting two high schools, the School Technology Coordinator will be hired and employed by Building 21’s nonprofit organization (of the same name).

Responsibilities

The Workshop School and Building 21 are seeking a full-time School Technology Coordinator to oversee and provide a variety of services and supports across two high school campuses. The School Tech Coordinator is responsible for three primary functions:

- **Chromebook support and maintenance.** Both schools are 1:1 learning environments that make extensive use of chromebooks managed through GSuite for Education. The Tech Coordinator will manage and maintain GSuite for both schools, regularly check and update each school’s inventory, and repair/replace broken or malfunctioning devices. With schools fully or partially closed due to the COVID crisis, the Coordinator will respond to student reports of broken computers by delivering a replacement to the student’s home, picking up and repairing the broken machine, and updating the domain/inventory as needed.

- **Instructional technology support.** This includes troubleshooting and supporting all school based hardware (staff computers, classroom-based desktop computers, peripherals, smartboards), as well as installing and supporting any instructional technology needed to support the school’s curriculum and programs. Additionally, the Tech Coordinator will support staff learning on different tools and platforms, including leading professional development when needed.
- **System/process management.** Review, update and oversee systems for maintaining hardware and software, and provide support around policies and systems to school staff to ensure fidelity.

**Skills and qualifications**

The ideal candidate for this position has expertise and experience in GSuite administration, chromebook support (hardware and app management), hardware maintenance, and instructional technology. Experience with makerspace technology (3D printer, laser cutter, CNC router) are strongly preferred but not required.

Just as important as these skills, however, is the manner in which the candidate approaches the work. We need someone who is curious and a fast learner. If there is something we need that they don’t know, we want someone who is willing and able to jump in and learn it. And while this isn’t a teaching position, we need someone who generally enjoys and values the work of schools. They need to like being around teenagers and working with teachers with varying levels of technical savvy or expertise.

In addition to the above skills and dispositions, the candidate must own their own car and be willing to move throughout the city to provide on-site technical support to students working remotely.

This is a full-time position with competitive salary and benefits. To apply, email resume and cover letter to hiring@b-21.org **no later than August 21, 2020.** We are looking to fill this position quickly.