



Technology Support & Integration Coordinator

High Meadows School in North Atlanta (Roswell), Georgia is accepting applications for a Technology Support & Integration Coordinator for the 2024-2025 school year. The school takes pride in hiring dynamic, compassionate, and diverse faculty and staff who are among the finest in their areas of expertise.

School's Mission Statement

The High Meadows community celebrates and perpetuates each individual's quest for knowledge and skill, sense of wonder, and connection to the natural environment. We empower each to be a compassionate, responsible, and active global citizen.

School's Vision Statement

High Meadows School and Camp inspires adventurous learners who ask questions that drive learning and seek sustainable solutions in collaboration with others. Our students emerge as ethical leaders with the skills and habits of mind to grow and adapt as they discover a place of purpose and joy in an ever-changing world.

Summary

The Technology & Innovation Support Coordinator is an integral part of the school's technology department collaborating with the Director of Technology to address and support the technology needs for the school as well.

Essential Job Functions:

- Collaborate with the Director of Technology and Principals to address school-wide technology goals, needs, and training.
- Assist in the development of training and tutorial materials for parents, faculty, staff, and students: conducting workshops and crafting print and electronic tutorials and publications.
- Collaborate with classroom teachers in developing lesson plans and learning activities that meaningfully and purposefully include technology.
- Instruct Middle School and possibly Lower School Innovation/Maker Space courses and help to manage the makerspace facility.
- Troubleshoot and support faculty, student, and staff use of a wide range of technologies, both hardware and software such as Windows and Apple devices, presentation media equipment and software, and productivity applications.
 - Student and Faculty & Staff device administration and support.
 - Classroom and meeting spaces Technology setup and support.
 - Assist in administration and support of our student iPad program, 1:1 laptop program in 4th/5th, and BYODevice program in Middle Years. Including management of MDM software and print servers.
- Timely response to, and resolution of, helpdesk tickets, ensuring all technologies are running smoothly. Responsible for initially filtering ALL technology support requests.
- Assist in the development and adoption of routines and procedures to improve the use of technology, the care of technology, and the security of hardware, software, and data throughout the organization.
- Strong problem solving, multi-tasking, and troubleshooting skills.

The Campus

High Meadows School sits on 42 wooded acres in Roswell. The school is housed in several buildings spread across the two meadows on the property. We have an active barnyard on campus, serving as the home for horses, sheep, bunnies, and chickens. Faculty and staff must be comfortable traveling between buildings in all types of weather, participating in outdoor activities on the meadows and in the forest, and intermingling with animals.

Minimum Education/Prior Experience/Qualifications Required

- Experience working directly with end-user support.
- Relevant Bachelor's degree required or comparable experience.
- Demonstrated experience applying technology in an educational environment.

Please send cover letter indicating interest and philosophy and resume to: HR@highmeadows.org and [click on this link](#) to complete the online application.

(Please, no phone calls. Only candidates selected for the next step will be contacted.)

High Meadows School does not discriminate on the basis of disability, race, color, creed, national origin, religion, veteran status, sex, age or sexual orientation in employment, admission of students or in providing its services in any manner.