Lower and Intermediate School Technology Assistant
(Full-Time; Begins September 1, 2020)

Job Summary:
Francis W. Parker School is a renowned JK-12th grade independent day school. Founded in 1901 on the tenets of progressive education, the school currently enrolls 940 students and employs 200 dedicated faculty and staff members who, in addition to assistant teachers, substitute teachers and coaches, work together to ensure that the School lives up to its Mission to "educate students to think and act with empathy, courage and clarity as responsible citizens and leaders in a diverse, democratic society and global community."

We are seeking a full-time Lower and Intermediate School Technology Assistant to start next school year. The Technology Assistant provides teachers with technology assistance and troubleshooting in the Lower and Intermediate Schools, helps to maintain and oversee JK-5 technology equipment, and works to support the maintenance and upgrade of technology. The Lower and Intermediate School Technology Assistant works year round; working with the Integrated Learning and Information Science Department during the school year and the Technology Department during the summer.

Essential Functions:
- Troubleshoot basic problems with tablets, laptops and desktops (both software and hardware)
- Work with a team to oversee use of technology carts throughout the School
- Model the integration of technology
- Maintain an online presence specifically designed around technology and education
- Serve as a specialist, fostering the effective use of digital tools and resources
- Work with Tech Department during the summer to collect, inspect, box and ship all iPads contained in expiring lease agreement
- Unbox, configure and deploy of all new iPads for the coming school year and inspect and update all iPads remaining in school for the coming school year
- Work with Faculty and Staff to handle the backup and exchange of expiring iPads with new devices
- Review current state of MDM configuration policies and update for the coming school year as necessary
- Other duties as assigned

Required Qualifications:
- Bachelor’s Degree in a related field
- Enthusiasm for working in collaboration with colleagues and in a team-based environment
- Familiarity with technology and educational applications
- Familiarity with devices including but not limited to iPads, Chromebooks, and laptops
- Excellent communication skills, sound judgment, and emotional maturity
- An affinity for working with Lower School and Intermediate School aged children
- A willingness to learn and improve professionally
- Ability to work cohesively with a team
Compensation:
Commensurate with background and experience; comprehensive benefits package.

To Apply:
Please submit cover letter with resume and salary requirements by email or fax to
(no telephone inquiries please):

Laureen Sweers, Director of Human Resources  
Francis W. Parker School  
330 W. Webster Avenue  
Chicago, IL 60614  
resumes@fwparker.org  
fax: 773.549.4430

The faculty, staff and administration of Francis W. Parker School are integral parts of the School’s community. Through their passion, dedication and commitment to the School’s mission, they create and support an environment where exceptional child-centered learning can occur.

Francis W. Parker School is committed to cultivating a community of dedicated students, parents, faculty and staff, trustees, administrators and alumni, who acknowledge, respect, and esteem diversity in our school; and who reflect, through their presence, the diversity of Chicago communities and the wider world. Francis W. Parker School is an equal opportunity employer.