Network and Systems Administrator

Carrollwood Day School is a private independent International Baccalaureate World School offering a college preparatory curriculum for students from preschool through 12th grade with an emphasis on character education. Our vision is to build a community prepared and inspired to better the world. Our mission is to cultivate principled entrepreneurial thinkers for a global society by enriching the mind, strengthening the character, and inspiring the passions of our community.

Carrollwood Day School has an immediate opening for a full-time Network and Systems Administrator. As part of our Information Technology team, this 12 month position supports administration, faculty, staff, and students across two campuses by monitoring, maintaining and improving device hardware, network systems, and network infrastructure as a member of the Information Technology team. The ideal candidate will have strong diagnostic and analytical technical skills in multiple technologies.

Essential Functions and Responsibilities:

- Support the vision and mission of Carrollwood Day School
- Support the IT needs of CDS administration, faculty, staff, students, and parents
- Perform maintenance, repairs and upgrades to iOS devices, Mac devices, and network infrastructure
- Support notebooks, desktops, printers, servers, monitors, projectors, peripherals and iOS devices
- Support wireless network and switching equipment
- Install and maintain school application software
- Configure and troubleshoot hardware and software
- Maintain updated inventory and documentation on technology, computers and network equipment
- Assist with writing training, process, and ticket documentation (procedures), and train end-users
- Coordinate technical setup for school events
- Follow up with faculty, staff, and students to ensure that service delivery results were satisfactory, efficiently delivered, and consistent
- Set up and configure Audio Visual (Projectors, Sound, Microphones, etc)
- Serve as a member of the Information Technology team; assist other team members as needed
- Be a team player; cheerfully participate in and/or assist with other duties and routines regularly part of a school environment
- Meet regular and timely attendance requirements, including occasional evening, weekend, and other required events
- Adhere to School policies as described in the Employee Handbook and other materials

Qualifications, Skills, and Attributes:

- Bachelor's Degree in a related field; significant work experience and knowledge of IT may be considered in lieu of degree
- CDS is an Apple School, significant knowledge and experience supporting Apple devices is required

- Experience with Veracross or any School Information Management System is a plus
- Exceptional time management and organizational skills including the ability to prioritize and manage multiple tasks simultaneously with little or no supervision
- Demonstrate the ability to think independently and critically, to anticipate and resolve time-sensitive issues with excellent judgment, attention to detail, and a solution oriented focus
- Strong understanding and utilization of appropriate customer service skills within an independent school environment
- Posses a wide breadth of computer, software and network troubleshooting skills
- Knowledge in variety of software including MacOS, iOS, and Google's G Suite of products
- Experience in the operation and administration of servers, network infrastructure and information technology systems
- Understanding of LAN/WAN, DHCP and DNS networking
- Able to be proactive, take direction and establish ownership of projects
- Possess a strong work ethic and sense of personal responsibility; be able to meet schedules and deadlines
- Self-directed individual who is flexible; works well with teams and individuals; is comfortable "owning" a project and can take direction as needed
- Experience in Data Management a plus
- Ability to lift and properly carry up to 50 lbs
- Valid FL Drivers License with acceptable driving record and reliable transportation
- A high degree of professionalism and discretion
- Ability, willingness, and judgment to interact and communicate effectively and professionally with all constituents in a school environment
- Enthusiasm and commitment to the vision, mission, and philosophy of the School

CDS offers a competitive salary and comprehensive employee benefits package, generous paid time off, immediate 5% 401K match, and tuition remission.

Qualified candidates should send resume and statement of interest to Todd Broyles, Director of Technology: tbroyles@carrollwooddayschool.org