



Educational Technology Specialist Job Posting

Supervisor: Executive Director
Term: Part-time (0.6 FTE)
Start Date: August 1, 2023
Compensation: \$27,000-\$36,000

Challenge to Excellence Charter School, a high performing, Premiere STEAM school in Douglas County, is looking for a part-time **Educational Technology Specialist** for the 2023-2024 school year. Challenge to Excellence is an academically advanced charter that specializes in STEAM education. Our school runs an effective one to one device program.

Job Description: The successful candidate will be responsible for advancing the mission and vision of the school through:

- Managing technology strategic plan and budget
- Overseeing infrastructure design and systems implementation
- Communicating regularly with school administrators and leaders regarding technology issues and concerns
- Managing help desk and tech support tickets
- Assisting in identification, evaluation, and selection of educational and operational software
- Developing and implementing technology policies, practices, and procedures
- Train staff on technology usage, including educational apps, smartboards, etc.
- Troubleshooting internet and security issues or school-wide devices
- Completing other duties as assigned

Qualifications:

- College/technical degree or significant equivalent work experience
- Knowledge of network security tools, security practices
- Superior project management skills with strong ability to multitask
- Excellent communication skills (written and verbal)
- Must successfully pass reference checks and background checks
- Preferred: 1-3 year experience working in a school environment

Application Instructions: Candidates must submit the following to be considered for an interview:

- Fill out [application](#)
- Email the following to careers@c2e.org
 - o Resume
 - o Cover letter
 - o Three letters of recommendation

16995 Carlson Drive, Parker, CO 80134
Phone: 303-841-9816 Fax: 303-840-3246