

POSITION TITLE: Information Technology Coordinator

LOCATION(S):

COMPANY OFFICE LOCATION: 330 E Lime Ave, Crestone, CO 81131

WORKSITE LOCATION: 330 E Lime Ave, Crestone, CO 81131

REQUIREMENTS: Bachelor of Science in Computer Science

MINIMUM EXPERIENCE: None

TELECOMMUTER BENEFIT: Ability to work from Crestone, Colorado, or other anticipated and unanticipated locations within USA.

DUTIES:

Under the supervision of the Director of Crestone Charter School:

1. Maintaining the Crestone Charter School IT network server including hardware, software, subscriptions, student information systems and all infrastructure and configurations.
2. Updating the School Website on a regular basis using different backend and frontend IT tools.
3. Diagnose, troubleshoot, and resolve hardware, software, or other network and system problems, and replace defective components when necessary, including providing Desktop support to the Staff, students and Administration.
4. User Account Management using Google Workspace, ALMA (Student Information System).
5. Chromebook management includes filter, apps, printing and storage.
6. Providing necessary training to the teacher in IT Testing tools like Eureka, Amplify, NWEA and classroom management tools like BLOCKSI.
7. Testing administration including scheduling, accommodations, and rostering in digital tools like WIDA, NWEA, DIBLES, EUREKA MATH, SAT, PSAT, and SAVVAS.
8. Updating and maintaining the students and staff's database (ALMA, Google Workspace), as well as maintaining and updating virus protection software, disaster recovery operations, and data backup.

SALARY: \$ 62,546/year

BENEFITS: PTO, Health & Life Insurance

THIS NOTICE IS PROVIDED IN COMPLIANCE WITH 20 CFR § 656.10(d). ANY PERSON MAY PROVIDE DOCUMENTARY EVIDENCE BEARING ON THE APPLICATION AT THE FOLLOWING ADDRESS:

Certifying Officer
U.S. Department of Labor
Employment & Training Administration
Office of Foreign Labor Certification
200 Constitution Avenue NW, Room N-5311
Washington, DC 20210