

## **Technology Coordinator**

Empower College Prep is seeking a Technology Coordinator role exist to equip the staff and students to achieve the highest education possible through and with technology. The Technology Coordinator will be committed to the mission and values of Empower College Prep.

Empower College Prep began in 2012 with a commitment to be a movement of teachers partnering with parents to transform the educational and life opportunities of their children; and to empower these children to transform their community, their country, and their world.

In 2020, we sent our first graduating class of students to college, expanded to serve grades K-2, and welcomed more than 800 students onto a new, \$20 million campus on the I-17 just north of Camelback.

Over the past two years, Empower College Prep has continued to exceed the state and national average for college enrollment despite poverty and the world-wide pandemic. Now, the Charter School is preparing to add preschool and codify its Pre-K - 12 program to ensure consistency and excellence on its Colter campus and additional campuses in future years.

The key to our success is highly effective, highly committed staff who love their jobs, their colleagues, and their students.

The principal responsibilities of the Technology Coordinator will include:

The Technology Coordinators role exist to equip the staff and students to achieve the highest education possible through and with technology. The Technology Coordinator is responsible for establishing the infrastructure and systems necessary for staff and students to feel empowered to integrate technology into their work and teaching. The Technology Coordinator provides resources to staff that empower them to effectively utilize technology in classrooms and empower their students to eventually utilize technology in college and the workforce. They work to support the needs across departments and train the necessary staff on the relevant systems that will support their outcomes. They must be able to manage multiple projects at once and have strong interpersonal skills. This position is forward-thinking in anticipating gaps in the systems they manage before they arise. They work in partnership with staff and leadership to develop solutions and systems that help keep staff focused on the pursuit of the organization's mission. A servant leader is required that is focused on customer service.

The successful candidate will have the following special skills, certificates, or training:

- Bachelor's Degree
- Degree in field related to information technology
- At least 3 years of experience in an IT Help Desk technician capacity supporting over 1,000 users

Minimum qualifications:

- Commitment to results, excellent partnership-building with key stakeholders (staff, students, families, vendors), and commitment to mission.
- Works independently and is self-paced
- Remain flexible and team-oriented
- Strong problem-solving ability
- A Valid IVP (Identity Verified Print) fingerprint card within the first 30-days of employment.

Empower College Prep offers competitive salaries and the following benefits package for full-time (30+ hours per week) employees:

Medical

Dental

Vision

Life Insurance

Supplemental Plans (Life, Critical Illness, Cancer, Hospital)

403(b) Retirement Plan with Employer Match

Loan Forgiveness Program

PTO and Sick Time Plans

Paid Holidays