



The Putney School

Technology Support

The Putney School has an immediate opening for a *Technology Systems and Support* staff member. Putney is a progressive, co-educational boarding school of 230 students located in Putney, Vermont. The Putney School believes that each employee makes a significant contribution to its success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications, and job scope, but not limit the incumbent nor the organization to just the work identified. It is our expectation that each employee will offer his/her services wherever and whenever necessary to ensure the success of our endeavors and will have the wellbeing of the school as a whole in mind at all times. Building a just and inclusive community is a shared responsibility, and Putney supports all its employees in developing this critical skill set.

The job includes:

- Network and systems infrastructure oversight, repair and maintenance
- Desktop Support for Teachers, Staff and students, diagnosing, troubleshooting and repairing computer technology problems.
- Installation, integration, configuration, and maintenance (including problem diagnosis and repair) of wired and wireless infrastructure components including, but not limited to, switches, servers, routers, access points, and etc.
- Teaching administrators, teachers, staff, and most importantly students how to effectively use technology.
- Alignment with the school's focus on diversity, equity, inclusion, and justice work and commitment to continue to grow this critical skill set. Our commitment to social justice work is embedded in The Putney School's Fundamental Beliefs.

The ideal candidate will have

- Experience administering networks, systems and servers including Google Apps for Education, wireless networks, Active Directory, DNS, DHCP, VMWare, remote desktop, and printing.
- The desire and ability to teach a technology class. This may include computer science and programming, electronics, engineering, web design, computer aided design or some aspect of The Adobe Creative Suite based on the skills of a successful candidate.
- A passion for education
- The ability to oversee multiple tasks, prioritize, and exercise good judgment under pressure.
- Experience with WordPress or similar web content management system
- Interpersonal skills to effectively communicate with staff and community members.

Education and/or Experience

- Bachelor's Degree in Computer Science, STEM or related discipline or
- Experience in administering networks/systems

Please send a cover letter, resume, and list of references to: techjob@putneyschool.org