



Information Technology Support Specialist

Liberty Common High School is seeking a full-time Information Technology Support Specialist for immediate employment. LCHS is a Poudre School District charter school dedicated to Core Knowledge principles, and college-preparatory instruction. The school currently enrolls over 520 junior-high and high-school students.

The ITSS will support the use of technology by staff and students at the high school with occasional assistance at the elementary. The major focuses for this job will be in network administration and infrastructure support, but may include other IT support.

This position will work with an IT team spanning two locations. This is a salaried year-round position with benefits available. Salaried positions include multiple holidays and paid time off.

Key Job Responsibilities

- Implementation and monitoring of secure network access protocols.
- Supporting end users in a Windows and Chromebook based environment including troubleshooting software/hardware for PCs, printers, projectors, document cams, and other peripherals.
- Assisting with creating and maintaining IT and end user documentation.
- Imaging and setting up laptops and desktops.
- Assisting with inventory/asset tagging and tracking.
- Determining the time frame and type of network maintenance needed, scheduling tasks accordingly.
- improvements and upgrades to hardware and software.
- Suggesting and implementing technology improvements and upgrades addressing school needs.
- Working with the IT team to procure bids and proposals from outside vendors as needed.
- Assisting with password and other network account creation and resets.

Minimum Requirements

- Desire and willingness to learn about Liberty's history and philosophy and to uphold the mission and values of the school.
- College degree or equivalent experience.
- Ability to pass a background check.
- Demonstrated experience with network administration with large networks.
- Working knowledge of TCP/IP and other networking protocols.
- Understanding of basic hardware troubleshooting.
- Expertise with configuring Microsoft Windows operating systems – particularly Windows 7 and 10.
- Experience with Windows Server (Windows 2008 r2, Windows 2012, and Windows 2016).
- Expertise with MS Office products including Word, Excel, PowerPoint, and Publisher.
- Ability to communicate difficult technology concepts in easy-to-understand terms.
- Skilled at prioritizing tasks and working on a self-directed basis, as well as taking directions and working cooperatively with coworkers.
- Excellent problem solving skills.
- Familiarity with VMware and virtualization.

Desired Qualifications

- Understanding of Liberty Common High School's history and a commitment to maintaining and promoting the school's mission and values.

- Experience setting up various technologies such as: desktops, laptops, servers, video cameras, document cams, projectors, and AV equipment – TV and sound systems.
- Knowledge of SNMP.
- Experience with Cisco switches, configuration, and controller based wireless networking.
- Knowledge of wireless networks and Barracuda firewalls.
- Experience with the Google suite of products, eg. Sheets, Docs, Drive, etc.
- Excellent interpersonal communication skills.
- Experience in an educational environment.

For more information about Liberty Common School, see <http://www.libertycommon.org>.
Application must include a letter of application, resume, copy of transcript, and three professional references with phone numbers.

Send to:

Ms. Katrina Brossia
Financial Operations Manager
kbrossia@libertycommon.org

Or mail to:

Ms. Katrina Brossia
Financial Operations Manager
Liberty Common School
1725 Sharp Point Drive
Fort Collins, CO 80525