Description

Job Title
IT Support

Reports To
IT Director

Supervises
n/a

Job Summary

Primary Responsibilities
- Assist the IT Director in a variety of ways
- Provide general technology support to the organization
- Install and configure computer hardware, software, printers, copy machines, etc.
- Respond to service issues from staff, students, and parents in a timely manner
- BCS webpage development and maintenance
- Strong knowledge and understanding of the workings of PowerSchool, and the ability to run reports, train, and effectively maintain
- IDOE State Reporting for the school
- Research and recommend technology applications for teachers to enhance the classroom
- Provide training for BCS staff in software and hardware

The above description covers the most significant duties performed but does not restrict the administration's right to assign or reassign other reasonable duties, responsibilities, or expectations to this job at any time with or without advance notice.

Position Requirements
- Live and abide by the BCS Articles of Employment and Statement of Faith that is signed annually.
- Have the ability to function as a member of a team and to work as a team member, harmoniously and cooperatively with professional staff and the school community.
- Have the ability to work effectively, cooperatively and respectfully with staff, parents, and students.
- Shows evidence of a personal faith in Jesus Christ and acceptance of Jesus as Savior and Lord.
- Has a working knowledge of the Bible and maintains a daily personal devotional life so as to be prepared spiritually for the demands of the position and discipling students.
- Demonstrate love and obedience to Christ and His Word.
- Faithfully engaged in a local church and serving in ministry as opportunities are provided.
- Participate in faculty devotions.
- Able to provide at least three favorable references including a pastor, and two professional references.
- Able to provide a "clean" criminal background check.

Essential Skills and Abilities

- Strong communication skills
- Compassion and patience for those who are not as tech savvy
- Desire to teach
- Computer Science Knowledge, including HTML
- Problem Solving Skills
- Ability to work independently

Work Schedule
Year Round

Date Prepared
April, 2020

Date Revised
November, 2022