System Administrator

About Francis Parker School:

Francis Parker School is a coeducational independent day school in San Diego, California with 1315 students in grades JK-12. Founded in 1912, the school's mission is "to create and inspire a diverse community of independent thinkers whose academic excellence, global perspective and strength of character prepare them to make a meaningful difference in the world." Francis Parker School has two campuses in close proximity. One in Mission Hills (Lower School JK-5), and a second in Linda Vista (Middle and Upper School 6-8 and 9-12, respectively).

Job Description:

Francis Parker School is seeking a System Administrator. The Systems Administrator's role is to plan and coordinate the design, installation, and connectivity of computers and systems to ensure the stable operation of the organization's IT assets and systems. This includes developing, configuring, maintaining, supporting, and optimizing all new and existing systems. In addition, the Systems Administrator will participate in the installation, monitoring, maintenance, support, and optimization of appropriate hardware and software. Thorough documentation of processes, system errors, and network diagramming are a must. The ideal candidate will be self-motivated, detail-oriented, and have effective communication skills to coordinate projects within the tech department and outside of it as well. As part of the technology department, we expect the person to help others or help during particularly busy parts of the year with iPads deployment, training, and other tasks as assigned.

Essential Duties/Responsibilities:

Strategy & Planning

- Collaborate with Director of Instructional Technology and Information Systems to assess near and long- systems needs and design and implement strategic plans to meet existing and future requirements
- Create and maintain documentation as it relates to system operations and organization
- Develop, implement, and maintain policies, procedures, and associated training plans for system administration, usage, and disaster recovery
- Evaluate the existing systems and advise on IT roadmaps with the tech team

Acquisition & Deployment

- Conduct research on products, services, protocols, and standards to remain abreast of developments
- Where necessary, liaise with equipment vendors and Managed Service Provider during installations and hardware/networking performance issues
- Coordinate with the Technology Support Specialist the provisioning and deprovisioning of devices (iPads, laptops, etc.)

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Mission Hills Campus   4201 Randolph Street   San Diego, CA 92103   619 / 298-9110

- Manage and maintain in conjunction with the Technology Support Specialist inventory of the school equipment (networking, laptops, etc.)

Operational Management
- Establish, configure, test, and maintain operating systems, application software and system management tools
- Manage and maintain Google Workspace for Education
- Manage and maintain Phone System in conjunction with external vendor
- Provide Tier II/III support acting as escalation point for Tier 1 help desk
- Monitor the remote monitoring and management system alerts and notifications and respond accordingly through service tickets

Qualifications:

- Strong multitasking, organizational skills
- Ability to provide outstanding customer service
- Excellent interpersonal skills able to work collaboratively in a team environment and with both adults and children
- Knowledge of networking technology
- Strong interpersonal and cultural competency skills when working with students, parents, faculty, and School leadership
- Experience managing cloud technology including but not limited to Google Workspace and Spanning Back-up
- Excellent technical knowledge of Mobile Device Management System (Mosyle)
- Excellent technical knowledge of current systems hardware, software, and protocols including: Mac OS, iOS, Windows, Chromebooks
- Ability to learn, retain, and implement knowledge quickly
- Ability to maintain regular and predictable attendance
- A desire to work in a highly collaborative environment
- Extraordinary communication and presentation skills
- Ability to exercise good judgment, problem solve and manage multiple projects
- Extensive walking throughout the campus. Must be able to drive between both campuses

Salary and Benefits:

Francis Parker School is committed to attracting and retaining the highest quality faculty and staff through a substantial compensation plan, including competitive salary, TIAA retirement benefits and full medical/dental coverage. Individual salary is negotiable depending on years of experience and educational background.

Pay Range: $36 - $40 per hour, based on experience.

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Non-Discrimination:

Francis Parker School values diversity and seeks talented students, faculty, and staff from different backgrounds. All employment decisions are made without regard to unlawful considerations of race, color, sex (including pregnancy, childbirth, breastfeeding and related medical conditions), gender, sexual orientation, gender identity or expression, marital status, religion, national origin, ancestry, age, mental or physical disability, medical condition, genetic information, military or veteran status, or any other basis prohibited by federal, state, or local law.

Application Process:

If interested in the position, please fill out the electronic Francis Parker School Employment Application HERE. You will need to upload the following documents during this process: a cover letter and resume.

If you CANNOT or DO NOT wish to submit your application through the link above, a cover letter, resume, and a completed employment application should be submitted electronically to:

Frederic Skrzypek, Director of Instructional Technology and Information Systems
fskrzypek@francisparker.org

Please find the PDF of our employment application here: find it here

Please indicate which position you are applying for in the subject line.

https://www.francisparker.org/about-us-/employment

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