



TECHNOLOGY ASSISTANT

ABOUT NEW LA CHARTER SCHOOLS

New Los Angeles Charter Schools operates three high performing independent charter schools in the Mid-City and West Adams neighborhoods of LA. New LA Charter Middle School (6th-8th grades) opened in 2008 and serves around 300 students. New LA Charter Elementary School (TK-5th grades) opened in 2016 and serves around 200 students and is still growing. City Language Immersion Charter (CLIC), is a TK-5th grade dual language immersion program (Spanish/English), opened in 2016 and joined the New LA family in July 2023, and serves 400 students. New LA schools are founded on our vision and mission pillars of Passion for Learning, Respect for Self and Others and Engagement in the Community. For more information about New LA Charter Schools, please visit our website at www.newlosangeles.org.

SUMMARY

New Los Angeles Charter Schools (New LA) is seeking a passionate, well organized leader to provide exceptional technical support to students, parents, and New LA staff across our organization. We are seeking a leader with experience working in the technology field and whose beliefs are rooted in social justice and anti-racist practices. The position is for the 2024-2025 school year.

JOB DESCRIPTION

Reporting to the Chief Operating Officer, the Technology Assistant is responsible for the following areas:

- Responsible for managing New LA's technology infrastructure and needs for all things (i.e., student access, teacher access and administrative access);
- Maintain Google Admin Console, including setting up security system/settings;
- Maintain Mosyle Manager, to monitor, implement, and troubleshoot all iOS and MacOS devices;
- Set up, configure, and maintain devices, such as computers, printers, projectors, tablets, Newline panels and related peripheral equipment;
- Responsible for New LA's school hardware and software inventory management; including required installations, updates, vendor communication and school network monitoring;
- Supports the Administration with Microsoft applications;
- Supports teachers in the classroom with any technology implementation/repairs;
- Works with New LA's vendors to mitigate technical gaps;
- Troubleshoot and problem solve issues with computer technology and related systems; to present information, instructions and assist with computer use and learning of tasks; to act as a resource person in teaching basic computer skills and use of technology applications;
- Chromebook repairs;
- Communicate with students and staff both orally and in writing and to perform related work as required while maintaining effective relationships with those contacted in the course of work;
- Provide technical support to users regarding hardware, software, and network related problems;
- Provide hardware and software installation, configuration, maintenance, and upgrades to computers (Windows & Mac);
- Manage projects assigned by the COO, as needed.

QUALIFICATIONS

- AA or BA in related areas preferred (preferred);
- 3+ years' experience in a related technology or data management role (preferred)
- Experience with Microsoft Office (ex. Word, Excel, PowerPoint), Mac OS, iOS, Windows OS, MacBooks, iPads and PC laptops, Chromebooks
- Experience with Google Admin Workspace

- Excellent interpersonal skills and demonstrated success building trusting relationships with teachers and school site administrators.
- Ability to set priorities and manage multiple projects simultaneously while meeting customer expectations.
- Commitment to the values of New LA and an ability to articulate commitment to the mission;
- Actively engage with and support the school's social justice mission and demonstrates a commitment to intersectional, anti-racist practices;
- Strong customer service orientation, responding to customer needs in a timely manner
- Analytical and problem-solving skills.
- Strong oral and writing skills
- Be a self-starter, organized, and detail-oriented;
- Demonstrate the ability to take direction well, work independently, and take initiative;

COMPENSATION

New LA offers a competitive rate for this role which ranges from \$25.00-\$33.13, based on experience. Staff members also receive a generous package of medical benefits, including a 403B plan.

TO APPLY

Please forward the following documents to xlira@newlosangeles.org in PDF format. No calls please.

1. Cover Letter
(Letters should introduce yourself to the hiring committee, and must include specific examples of why you are attracted to the school and its mission, and why you would be a good fit at New LA)
2. Current Resume

Please submit the requested documents in PDF format.