

We are looking for an IT Coordinator with a strong work ethic, a high skill level, integrity, flexibility, a passion for helping others, and a commitment to the mission and vision of our high school. This person is responsible for server maintenance, fixing staff and student computers, ensuring that operating systems accommodate online curriculum and testing, and trouble-shooting.

Position Responsibilities

- Updates donated and purchased computers to make sure they work for staff and students
- Fixes network and computer problems as they arise
- Advises staff on software programs
- Works to minimize IT costs within the context of a non-profit organization
- Contributes to a safe, respectful, and productive learning environment.

Additional Information

- Salary depends upon qualifications.
- Culturally diverse candidates are encouraged to apply.
- This hourly position varies from about 10-15 hours a week during the school year. Candidates will need to be flexible about work hours.

Application Process

Please send resume with name and contact information of three references, as well cover letter to IT Hiring Committee, LÊP High, 2044 E. Burnside, Portland, OR 97214. Direct questions to IT Hiring Committee, (503)-254-2537 or info@lephigh.org

LÊP High is a public charter school authorized by Portland Public Schools and operated by KOREducators, a 501(c)(3) non-profit. We serve students of diverse abilities, experiences, and demographics who are not well-served in a traditional high school setting.

Candidate Requirements

- Excellent written and verbal communication skills
- Strong time management and prioritization skills
- A high-degree of emotional intelligence and the ability to remain calm when dealing with frustrated individuals; the ability to maintain job satisfaction while working under continually stressful conditions.
- Comprehensive knowledge of Internet connectivity and LAN / WAN technology.
- Strong problem solving skills, and the ability to quickly learn new technologies.
- Experience with Linux system and network administration required; previous experience with Edubuntu, Fogproject, Squid, and Asterix preferred.
- Professional attitude and appearance (school-based) with excellent problem solving, integrity, and customer service skills.

