

## **Job Position: Technology and Infrastructure Coordinator**

**Organization:** Pasadena Educational Foundation (PEF)

**Location:** Pasadena, CA

**Reports to:** Director of PEF STEM programs

**Overall Responsibility:** Develop and support the IT, hardware and infrastructure needs of The App Academy, a new 4-year High School Computer Science academy at Pasadena High School, including a 1 to 1 student laptop program, innovative teaching/learning tools and classroom environment.

**History and Purpose:** The App Academy enlightens students to the exciting world of modern computer science through mobile, web and game development, topics that are engaging for students and extremely relevant. Located at Pasadena High School, The App Academy is developed and supported by PEF STEM, a small team of individuals committed to building world-class next-generation educational programs. The Technology and Infrastructure Coordinator will play a critical role in the success of The App Academy by providing a supportive and smooth functioning environment for the educational programs to operate in.

### **Key Areas of Responsibility:**

1. Student Laptop Program: Manage The App Academy's one-to-one laptop computing environment, currently supporting over 150 students (500+ students by 2016). Duties include frequent software and hardware maintenance, as well as management of internet filtering policies and classroom management software.
2. Classroom IT: Maintain The App Academy classroom technological infrastructure, including teacher workstations, classroom tablets, classroom furniture, wireless internet, and ceiling-mounted digital projectors.
3. Planning for Expansion: Research and develop plans for new IT infrastructure and physical space to support the expansion of The App Academy, and other projects developed by PEF STEM.

4. Product Acquisitions: Identify and assess new products for potential use in App Academy classrooms. Duties include communication with various hardware and software vendors for receiving pricing quotes for new equipment and software licenses.
5. Network Admin: Configure and maintain the Internet domain and Apache web server for App Academy student projects.

**Required Qualifications:**

- Education, training and/or experience that demonstrates the ability to perform the required duties
- Experience prioritizing and scheduling tasks
- Desire to help develop and implement next generation educational models
- Proficient at quickly finding solutions to a wide variety of unforeseen challenges
- Strong written and oral communication skills
- Self-directed and organized
- Have your own vehicle for transportation

**Preferred Qualifications:**

- IT experience in a professional and/or educational setting
- Experience with Linux-based server environments
- Experience with Apache web server environments

**Compensation:** \$35k-\$45k per year DOE

**Type:** Full-Time

**Start Date:** Immediately upon filling position

**How to Apply:**

Send cover-letter and resume to [careers.pefstem@pasedfoundation.org](mailto:careers.pefstem@pasedfoundation.org)

Subject: Technology and Infrastructure Coordinator