

# University Laboratory School

A Hawai'i Public Charter School

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## **Information Technology Specialist**

[University Laboratory School](#), a Hawai'i public charter school, is seeking a qualified candidate for the full time position of Information Technology Specialist (ITS).

The Information Technology Specialist will play an essential role in the implementation, monitoring, upgrading, security, and maintenance of the computer/technology systems and services for the school. The ITS will collaborate with the school administration, teachers, and staff to ensure high level, and high quality technology services are infused within the school. The Information Technology Specialist is a self-starter and can take initiative in a professional, personable, and flexible manner to work effectively and support the Principal and school operations.

### **Essential Functions:**

1. Provide physical, hardware, and software maintenance for audio/visual equipment, computer and networking hardware, and peripheral devices.
2. Provide help desk support, including software and hardware troubleshooting, repair, and out-sourcing repair as needed.
3. Keep current with Federal and Hawai'i state compliance in meeting Internet and content filtering policies to review, recommend, and revise the Acceptable Use Policy.
4. Implement, administer, and maintain the school network system, server, databases, including staff and student account management, directory services, file serving, and hosting.
5. Manage and maintain the overall operations of computer labs.
6. Maintain and manage wired and wireless Local Area Network (LAN) infrastructure for classrooms, computer labs, and offices.
7. Provide technical support for the school information system including: system development, implementation, and maintenance; provide SIS training for administrators, faculty, staff, students, and parents; technical assistance with data acquisition, and reporting to and from the Hawai'i Department of Education.
8. Coordinate scheduling, deployment, recovery, and proper, secure storage of audio/visual and computer equipment, including the setup of school related events such as assemblies, meetings, and special events.
9. Act as liaison between ULS and UH/COE Information Technology Services for the creation and management of technology systems and services.
10. Conduct and attend professional development courses and sessions as necessary.
11. Performs other duties as required.

**Qualifications:**

1. Baccalaureate degree in computer science, information technology, computer engineering, or other related degree.
  2. Knowledge, experience, and understanding of the broad technology, systems, hardware and software associated with network administration and/or database management.
  3. Understanding of computers, LAN, wired and wireless, Wide Area Networks (WANs), software, hardware, and audio-visual equipment.
  4. Knowledge of and experience in Google Apps for Education, and other educational applications.
  5. Experience working in a school technology environment.
  6. Experience with hardware and software deployments in a school lab environment.
  7. Ability to recognize problems, identify possible causes and resolve routine problems.
  8. Ability to effectively communicate orally and in writing to students, parents, administration, teachers and the community in a professional manner.
  9. Experience with project management, leadership or other experience related to working as an individual and on a team.
  10. Ability to lift 50 lbs
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**To apply:**

Send a letter of interest indicating how the applicant meets the required qualifications, resume/vitae and transcripts (transcript copies acceptable, however, official transcripts are required at time of hire) and the names and contact information of three (3) professional references. Interested applicants must mail, email or hand deliver required documents to the address listed below, by April 17, 2025 or until filled.

**Email:** [employment@universitylaboratoryschool.org](mailto:employment@universitylaboratoryschool.org)

**Mail or Hand deliver:**

University Laboratory School  
Attention: Keoni Jeremiah, Principal  
1776 University Ave. UHS 3- Room 121  
Honolulu, Hawaii 96822