

Job Description – IT Coordinator

ISF is looking for a full-time IT Manager, effective immediately.

Qualifications / Knowledge / Experience:

- Strong interpersonal communication and organizational skills, ability to work effectively in a team environment and with an emphasis on customer service
- Proven experience providing client level technical support in a demanding workplace
- Proven expertise supporting both Windows and Mac operating systems and software
- Proven expertise troubleshooting and managing, supporting devices on both LAN and WLAN networks
- Experience in a school-based instructional technology setting
- Preferred formal technical vocational experience or equivalent qualification
- Fluency in English
- Experience in working in a school or with young students

The duties of the position will include but will not be limited to:

- Maintain computer networks
- Operating Systems deployment and configuration
- Provide on-going support for administrative and student computer systems
- Provide technical assistance to school staff in the set-up and use of hardware and peripherals;
- The upkeep and troubleshoot of Android tablet related issues
- Updating and distribution of applicable IT administration related paperwork
- Perform routine maintenance on hardware and operating system software
- Directing equipment for repair and monitoring the repair process
- Printer installation and general maintenance
- Support and upkeep of our Interactive Whiteboards
- Provide timely and professional, client level technical support for our ISF community
- Collaborate as a team member on technology initiatives and projects
- Maintain a commitment to continual self-improvement through regular professional development opportunities
- Respond to support ticketing service requests and maintain accurate task log
- Maintain, support and repair technical equipment, including, laptops, printers, Interactive White Boards, projectors, A/V equipment and peripherals
- Install and deploy new equipment, and perform hardware/software upgrades and installations
- Maintain an accurate inventory database
- Manage positive relationships with our technical support providers and vendors
- Research equipment, software or other solutions and recommend improvements upon request
- Actively participate in forums and online communities to stay current and up to date with advances in technology

OUR SCHOOL

The ISF International School Frankfurt Rhein-Main – founded by the City of Frankfurt, the State of Hesse, and multi-national corporations in September 1995 – offers world-class education from Pre-Kindergarten through Grade 12/13. We are an independent, co-educational, whole-day school situated in the heart of the Rhein-Main region of Germany offering non-sectarian, English language instruction.

ISF is a member of the SABIS® Network, an educational organization which manages schools in 16 countries on four continents. SABIS® Network schools are distinguished by their implementation of the SABIS® Educational System, a rigorous, internationally-oriented, college-preparatory system that has been developed over the past 130 years and emphasizes the core subjects of Mathematics, English, and world languages.

OUR CURRICULUM

ISF offers a traditional core college preparatory curriculum. A third language is studied starting in Grade 6. Students who complete their secondary education at ISF have the following options of diplomas and/or external exams:

- ISF High School Diploma (upon the satisfactory completion of the graduation requirements)
- IGCSE – The British International General Certificate of Secondary Education
- IB DP – The International Baccalaureate Diploma Programme. ISF is an IB World School since August 2007.
- Advanced Placement – The American Advanced Placement Exams

ADDITIONAL INFORMATION

At ISF, we are proud to have a committed and talented staff to serve the needs of our diverse student body. For additional information about ISF, compensation, housing opportunities, living in the Frankfurt Rhein-Main region, the SABIS® Network, or how to apply, please consult our fact sheets and additional documents for applicants at: <http://applicants.sabis.net/isf/>

At ISF International School Frankfurt Rhein-Main we are committed to protecting children. Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to child protection. All applicants will therefore be required to undergo appropriate child protection screening. Included in the recruitment process will be a local and national police check as well as a mandatory police background check from the last year of employment in every country worked.

TO APPLY

If you would like to apply for the advertised position, please send your CV and a cover letter to: jobs@isf-sabis.net.