

New Hope Christian School

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We are therefore Christ's ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God. II Corinthians 5:20

General IT

The School General Information Technologies employee provides technical support and maintains the school's technology systems to support educational and administrative functions. This role also supports the school's mission by using technology in a way that aligns with Christian values and promotes a positive learning environment. This is an entry-level position that requires only a beginning level knowledge with the ability to learn other necessary information and tasks.

Responsibilities:

- Provide day-to-day help desk support for staff, teachers, and students
- Troubleshoot hardware, software, and network issues
- Set up and maintain computers, printers, projectors, and classroom
- Maintain school network, Wi-Fi, and internet filtering systems
- Manage user accounts (email, student systems, learning platforms)
- Perform regular system updates, backups, and security checks
- Assist teachers with educational software and digital tools
- Support smart boards, Chromebooks, tablets, and other classroom devices
- Help integrate technology into lesson plans when needed
- Ensure safe and appropriate technology use (content filtering, monitoring)
- Maintain data privacy for students and staff
- Respond to cybersecurity threats or breaches
- Track and manage IT equipment and licenses
- Coordinate repairs and replacements
- Recommend upgrades or new technology purchases

Requirements:

- Necessary IT skills
- Patience and flexibility
- Strong communication skills
- Ability to work independently

Minimum qualifications:

- High school diploma and demonstrated technology experience

Compensation: Hourly (Approximately 30 hours a week)

- Varies depending on years of experience and degrees or certifications

Send Resume and Cover Letter to joshw@newhopechristian.net

Ambassadors for Christ Engaged in Kingdom Living

Accredited with Cognia/Member of Association of Christian Schools, Int'l, and Oregon Christian Education Coalition