



Job Opening: Technology Specialist

Lauralton Hall, an all-girls Catholic college-prep secondary school in Milford, Connecticut is growing and seeks a full-time Technology Specialist. Inspired by the Mercy Tradition, Lauralton Hall empowers young women to pursue their highest potential through lifelong learning, compassionate service, and responsible leadership in a global society.

The successful candidate will:

- Oversee integration of technology into teaching and learning, providing training, troubleshooting, and support.
- Have the ability to troubleshoot hardware and software in a variety of operating systems and familiarity with Microsoft 365 is highly desirable.
- Interact with a variety of users, including students and parents, faculty and administrators, and vendors.
- Provide daily support to teachers, staff, and students in using digital tools, educational platforms, and devices.
- Have excellent communication and listening skills to develop and maintain relationships
- Coordinates with school leadership to implement technology initiatives and maintain compliance with data security and support strategic planning.
- Manage hardware, software, printer, AV equipment troubleshooting, including computers, printers, projectors, phones.
- Provide technical support for most events.
- Manage inventory and assist with procurement of tech equipment and software licenses.
- Coordinate with external vendors for repairs, maintenance, or service agreements.
- Document processes, maintain support records, and contribute to tech-related communications.
- Pay meticulous attention to detail, have a team spirit and strong work ethic, and be self-motivated.
- Commit to their own professional growth and reflection, staying current on emerging technologies and best practices in educational technology

Lauralton Hall expects all faculty to be fully engaged in the life and Mission of the school. We seek teachers who have a minimum of a bachelor's degree, though a master's degree is preferred.

Please send your resume and letter of interest to Head of School, Beth Coyne, bcoyne@lauraltonhall.org.