



**MICHIGAN**  
INTERNATIONAL  
PREP SCHOOL

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### Job Description for System Administrator

Position Type	Position Classification	Salary	Job Location
System Administrator	Non-exempt	\$60,000	Davison Lab

**Overview:** Reimagine Education, LLC is a privately-owned management company for Michigan International Prep School, a publicly funded Cyber Charter School.

**Philosophy:** At Michigan International Prep School, we want our students to pursue what makes them different. No two people are identical, and it doesn't make sense to treat them like they are. That's why we create a unique learning pathway for every MIPS learner, built around their talents, interests, location, and schedule. Students are first in our school.

**Position Description:** Reimagine Education, LLC is seeking a System Administrator who will play a critical role for Michigan International Prep School. The nature of the work requires adherence to standard procedures, as well as policies and regulations. This person will facilitate the effective use of computers and other technology in instructional programs state-wide. Participates in the planning and implementation of policies and procedures to ensure system provision and maintenance that is consistent with district goals and best practices.

Qualifications	Essential Duties
<ul style="list-style-type: none"><li>• Bachelor's degree in Computer Science or related field.</li><li>• High Level Knowledge of the Google Domain and how to navigate within it</li><li>• Establish security protocols within student domain and follow all FERPA and acceptable use policies</li><li>• Asset management and technology operational practices for effective and efficient operations</li><li>• Knowledge of computer hardware and software asset management</li><li>• Knowledge of curriculum design and implementation</li><li>• Strong organizational, communication, and interpersonal skills</li><li>• Must be able to troubleshoot</li><li>• Works well with a team</li><li>• Very strong customer service skills and strong communicator</li><li>• Maintain a positive "can do" attitude</li><li>• Be a self-starter and an independent thinker</li><li>• Technological skills (Google, Chrome, and etc.). Must be able to adapt to new technology rapidly</li></ul>	<ul style="list-style-type: none"><li>• Conducts oneself in the best interest of the students, in accordance with the highest traditions of public education and in support of the district's mission.</li><li>• Collaborate with the Director of Technology to assist with the bidding process, purchase, distribution, maintenance, and installation of hardware, software, and other technological equipment and materials within instructional programs.</li><li>• Serve as a liaison to outside vendors that provide support for technology equipment and materials.</li><li>• Compile cost estimate for projects.</li><li>• Ensure that the program is cost effective, and funds are managed prudently.</li><li>• Anticipate, mitigate, identify, troubleshoot, and resolve hardware and software problems on servers and storage devices.</li><li>• Coordinate the selection of technology equipment and software.</li><li>• Assist in the understanding and knowing all Technology Policy, Reports, and Laws.</li><li>• Assist in the development of policies and procedures regarding technology issues.</li><li>• Compile, maintain, and file all physical and computerized reports, records, and other documents required.</li><li>• Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of instructional technology.</li><li>• Develop training options and improvement plans for technology personnel to ensure best operation of programs.</li><li>• Employee must honor written Board Policies and Administrative Regulations</li><li>• Employee must be able to work from a designated Learning Lab as scheduled</li><li>• Employee must be able to stand for a minimum of 30 minutes at a time</li><li>• Employee must be able to lift 25lbs</li><li>• Employee must be able to move throughout the Learning Lab</li><li>• Employee must be able to sit in chair for long intervals</li></ul>

**Required Documents:** All applicants are required to submit a completed application, cover letter, resume, & three professional artifacts demonstrating evidence of above qualifications.

*Reimagine Education, LLC is an Equal Opportunity Employer. The position is subject to Reimagine Education, LLC policy, rules, and regulations. As Equal Opportunity/Affirmative Action Employer, It is the policy of the Michigan International Prep School and Reimagine Education, LLC that no person shall on the basis of race, religion, color, national origin, sex, age or disability be excluded from participation and be denied the benefits, or be subjected to discrimination under program or activity and in employment, further Reimagine Education, LLC strictly adheres to the provision of Title VI of the Civil Rights Acts of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and all Michigan Department of Education policies and regulations prohibiting discrimination.*