



**IT Support Technician**  
**Supervisor: Director of Technology**  
**Classification: Exempt, 12-Month**

Loudoun Country Day School (LCDS) is looking for an IT Support Technician to aid our Director of Technology in supporting school staff with office technology.

This is a part-time position. The individual hired will work 2-3 full days per week for 6-8 hours each day. Specific days and hours are negotiable

**The responsibilities of the position include:**

- Providing technical support to all LCDS employees
- Maintaining the school's computer systems and networks
- Providing field service support, including setting up and configuring printers, scanners, PCs, and other technology equipment.
- Troubleshooting common technical issues
- Performing maintenance of IT equipment
- Assisting in allocation and documentation of IT inventory
- Diagnosing hardware and software issues
- Communicating and collaborating with IT vendors
- Assisting the Director of Technology with new technology initiatives

**The ideal candidate will have:**

- Work experience as a computer technician and/or IT support person
- Educational background in Information Technology, Computer Science, or related field (preferred).
- Experience with Windows, Microsoft Office, G Suite applications, and Google Admin
- Thorough knowledge of computer troubleshooting
- Very good communication abilities
- Exceptional organizing and time-management skills
- Strong ability to work on multiple priorities and/or tasks simultaneously
- Relevant certifications (e.g. CompTIA A+, Google IT Support Cert, etc) and/or an IT related degree (Associates or Bachelors) is a plus

*Loudoun Country Day School (LCDS) is an independent, coeducational school in Leesburg, Virginia, educating about 340 students in preschool through 8th grade.*

*LCDS is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, political affiliation, or any other status prohibited by applicable law. We recognize and value all*

*forms of diversity and are dedicated to providing an inclusive environment which honors each member for their individual differences, experiences and strengths.*

*All interested candidates should send a letter expressing their interest, along with a current resume and the names and contact information of at least three appropriate references to [employment@lcds.org](mailto:employment@lcds.org).*