



**KANU O KA 'ĀINA**  
New Century Public Charter School

Kauhale 'Ōiwi o Pu'ukapu  
64-1043 Hi'iaka Street  
Phone: 808 890-8144  
Fax: 808 890-8146  
P.O. Box 398 Kamuela, HI, 96743

**Title**

Ka'Ohā/Kauhale - Technology Assistant

**Location**

Kanu o ka 'Āina, Waimea Kauhale, some travel required

**Description**

Assist with all aspects of school technological needs to include: set up hardware and install and configure software and drivers. Maintain and repair technological equipment or peripheral devices under the supervision of supervising technologists. Manage security options and software in computers and networks to maintain privacy and protection from attacks. Perform regular upgrades to ensure systems remain updated. Troubleshoot system failures or bugs and provide solutions to restore functionality. Arrange maintenance sessions to discover and mend inefficiencies. Keep records of inventory, repairs and fixes for future reference. Offer timely technical support and teach users how to utilize computers correctly. Specifically but not limited to:

- Website
  - Maintain all school websites including the main Kanu site, Kauhale site and Ka 'Ohā site as well as program specific Google sites
  - Update all school webpages on a regular basis
  - Implement website training for staff members
  - Support social media sites and monitor po
- Tech Support
  - Serve as a technology resource to Kanu staff, parents, and students with hardware and software issues
  - Prepare technology for student, staff and Kumu use
  - Distribute and maintain a tracking system for borrowed technology
  - Assist with technology inventory
  - Assist with set up and disassembly of technology equipment for presentations, meetings, school events, and resource opportunities (on and off of campus)
- Testing
  - Serve as technology point person for state and schoolwide standardized testing, including account creation, remote testing and troubleshooting
  - Serve as the point person for Ka 'Ohā remote testing coordination and implementation
- Data
  - Maintain and update school data spreadsheet book including organizing student information and scores

- Other duties as assigned

### **Minimum Qualifications**

- Understanding of Hawaiian culture, language and values
- Proven experience as computer technician or similar role
- Experience with LAN/WAN networks
- Thorough knowledge of computer systems and IT components
- Good knowledge of internet security and data privacy principles
- Excellent troubleshooting skills
- Quality communication abilities
- Exceptional organizing and time-management skills
- BSc/BA in Computer Science, engineering or relevant field
- Relevant certifications will be an advantage

*Vision: As a community-based learning 'ohana, KANU is steadfast in cultivating compassionate, empowered, highly competent learners of all ages, grounded in Native Hawaiian culture and language.*

*Mission: KANU's mission is to kūlia i ka nu'u, or strive for the highest. A philosophy of excellence guides KANU as we collectively design, implement and continuously evaluate a quality, culturally-driven, intergenerational Hawaiian model of education with Aloha.*

### **How to Apply:**

Send letter of interest and resume by email.

Email: Nicole Ryan, nicoler@kalo.org

Date Posted: August 31, 2022

Closing Date: open until filled