Position vacancy announcement

Title: Technology Specialist
Reports to: Director of Technology
Anticipated Start Date: December 8, 2026
Location: PCS Central
Hours: 7:35am - 3:35pm

About our School
Provident Charter School (PCS) Central in Pittsburgh, PA is a publicly funded school designed to address the needs of students with language-based learning differences such as dyslexia. Our students are bright yet struggle with topics such as reading, writing and sequencing. PCS Central opened at the start of the 2016-2017 and has students in Grades 2-8. Located on the city's North Shore, the school enrolls about 330 students from over 42 districts in the Pittsburgh area. A second location, PCS West, opened in Baden, PA for the 2023-2024 school year. The listed position is for PCS Central.

About this position
We are seeking a dedicated Technology Specialist to join our team at PCS Central. In this role, you will provide day-to-day IT support to students and staff, manage hardware and software systems, oversee device inventory, and assist with educational technology platforms to ensure seamless technical operations across the school.

Required Qualifications
1. Associate's Degree in IT or related field.
2. Strong conflict resolution and de-escalation skills.
3. Outstanding dependability, initiative, creativity, and decision-making skills.
4. Ability to secure all relevant and necessary clearances.

Preferred Qualifications
- Bachelor's Degree in IT or related field.
- IT certifications.
- Three (3) years of experience.

Professional Responsibilities

- Provide day-to-day technical support; resolve or escalate technology support tickets.
- Provide technical support to students and staff on hardware, software, and network-related issues.
- Manage device inventory, track device-to-user assignments, and monitor device compliance using JAMF, GoGuardian Fleet, and Google Workspace for Education Admin Console.

- Maintain device-to-user association tracking.
- Monitor inventory supply counts.
- Administer PowerSchool SIS, Schoology LMS, Google Workspace for Education (including Admin Console), Clever, and other educational technology platforms as assigned.
- Support existing software for iPads, Chromebooks, and Windows (Google Apps for Education, MS Office, Adobe, Browsers, Extensions, Apps, etc.)
- Process data changes (schedules, demographic data, reporting data, etc).
- Create and deliver ad-hoc reports to support academic and administrative needs.
- Maintain, update, and enhance the internal school website and internal school hub.
- Provide staff training and support on system functionality.
- Set up and support audio visual events.
- Assist in school-wide projects for operations, marketing, and other school-wide events (Audio/video setup, document formatting, website updates, off-site technical needs).
- Other responsibilities as assigned by the Director of Technology.

Terms of Employment: Twelve (12) month position.

Evaluation: Performance of this job will be evaluated by the Director of Technology.

Salary and benefits

- Starting salary is $48,000, actual salary will be based on experience..
- Employer paid retirement contribution matching 10% of salary.
- Employer paid dental, vision, life insurance benefits.
- Significant employer contribution toward health insurance.
- Generous time off including all school holidays and breaks.
- Employer paid wellness program.
- Free lunch for staff members while students are in session.

How to Apply

Interested candidates should email a cover letter & resume to Elizabeth Swartz, Director of Human Resources, at eswartz@providentcharterschool.org.

Provident Charter School provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics.