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## **JOB ANNOUNCEMENT – BLENDED LEARNING TECHNOLOGY ASSOCIATE**

**POSITION:** Blended Learning Technology Associate  
**LOCATION:** 1541 Wilshire Blvd., Ste. 200 Los Angeles, CA 90017  
**REPORTS TO:** Director of Educational Technology

### **ORGANIZATION DESCRIPTION**

The Partnership for Los Angeles Schools is a non-profit organization focused on transforming Los Angeles's historically lowest performing public schools and on piloting innovations that can be scaled across the Los Angeles Unified School District (LAUSD). Launched in 2008, the Partnership is a collaboration of LAUSD, the City of Los Angeles and the philanthropic sector, and today it serves 14,000 students across 16 campuses in Watts, Boyle Heights and South LA. The Partnership is the same size as the Beverly Hills, Santa Monica, and Malibu school districts combined, and is one of the largest public school turnaround initiatives in the nation. Over its first five years, Partnership schools have seen an increase in their four-year graduation rate from 36% to 58%. Moreover, the Partnership was the #1 improving mid-to large-size school district in the state last year, the year before that, and over the last five years according to the Academic Performance Index, (API). To learn more about the Partnership please visit our website at [www.PartnershipLA.org](http://www.PartnershipLA.org).

### **POSITION DESCRIPTION**

The Partnership is seeking a Technology Associate to provide technology support to our schools to enable effective implementation of blended learning, a key component of our overall school transformation approach. This individual will proactively work with home office and school-based staff to foster the conditions that support high-impact usage of blended learning programs and technology-enabled learning approaches. This is a field-based service role that will troubleshoot challenges and develop strategies to ensure that our teachers receive the support they need so they can focus on student learning rather than technology.

### **RESPONSIBILITIES**

The Technology Associate will typically perform the duties listed below:

- Serve as a thought partner and coach in support of school site technology staff to build effective systems for managing school-based blended learning resources.
- Respond to priority service requests from schools around hardware and software issues that prevent the use of blended learning programs.
- Report repair and service needs to, and coordinate responses from, Partnership staff and/or the LAUSD IT department as appropriate.
- Assist in training school staff as needed on the use of computers, software and related equipment.
- Perform local area network diagnostics and troubleshooting.
- Inspect and diagnose issues with network devices such as wireless access points and switches.
- Install and test computers and related devices on a local area network.
- Perform routine preventative maintenance on computers and related devices. Must have a working knowledge of Windows, Mac and iOS operating systems.

- Install software on computers and tablet devices.
- Support large-scale device deployments in the schools.
- Diagnose and repair computer hardware issues.
- Assist in inventorying computers and related equipment.
- Assist in ordering computer-related supplies.
- Maintain a service log to track activities; help to develop and track key metrics to measure the effectiveness of Partnership technology services.
- Develop a working knowledge of LAUSD systems (e.g., student information systems, email systems, inventory systems, district portals, etc.) and support school staff in using these systems as needed.
- Related duties as assigned.

### QUALIFICATIONS

- Four-year degree from an accredited college or university.
- 1-2 years of professional experience repairing and maintaining computer hardware preferred.
- Expertise in the installation and maintenance of personal computers, and the ability to analyze, diagnose and repair malfunctions of hardware and software.
- Knowledge of Microsoft Office and Windows/Macintosh/iOS operating systems; knowledge of LAUSD related programs a plus.
- Experience in an educational nonprofit or classroom setting a plus.
- Outstanding organizational skills, attention to detail and ability to work under pressure with a high degree of accuracy and limited direction.
- Strong service orientation.
- Ability to work collaboratively with other experienced professionals, teachers, parents, students, Board members and other stakeholders.
- Strong belief in the Partnership's mission, approach, and core values.
- Reflective, life-long learner.
- Possession of a valid California driver's license and reliable personal transportation.

### COMPENSATION AND BENEFITS

Compensation will be commensurate with experience. The Partnership offers a competitive benefits package, including health, vision, and dental insurance and a 403(b) retirement program.

### TO APPLY

Please visit [www.partnershipla.org/careers](http://www.partnershipla.org/careers) and click on "Start an application for employment."

For technical assistance or questions, please email [employment@partnershipla.org](mailto:employment@partnershipla.org).