



# North Raleigh Christian Academy

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[nrcaknights.com](http://nrcaknights.com)

## Mobile Device Specialist

North Raleigh Christian Academy is seeking to hire for the position of Mobile Device Specialist. Candidates should demonstrate a working knowledge of iPads; place an importance on genuine and authentic connections with students, faculty, and parents; and be able to work collaboratively with team members. Qualified candidates should be detail-oriented, organized, and able to follow established policies, processes, and procedures. Candidates, above all, should display a heart for Christ and a desire to advance the Kingdom of God. Successful candidates will be personable, communicative, and eager to learn.

**Reports to:** Director of Educational Technology and Curriculum

Responsibilities include but are not limited to:

- Manage annual deployment of student mobile devices
- Handle repairs/replacements of damaged mobile devices
- Responsible for troubleshooting mobile device-related issues for students and faculty
- Manage classroom cart of mobile devices for use in PreK through 3rd grade
- Responsible for managing all school iPads using the mobile device management system
- Research and develop best practices for device management using the mobile device management system
- Purchase and deploy apps and/or books as approved by school administration
- Consult on the technology budget for annual mobile device purchases, cases, carts, and device accessories
- Identify technology trends in software, curriculum, teaching strategies, and other educational areas
- Assist with modifying and updating technical documentation, training documents, and reference guides
- Teach middle school and/or high school technology courses as needed
- Experience with JAMF Pro and Apple Configurator is a plus (not required)

If interested, please contact Dr. Mathes at [kmathes@nrcaknights.com](mailto:kmathes@nrcaknights.com).