

Bilingual Technology Assistant (Mandarin Chinese and English)

Status: Full-Time, Non-Exempt, Academic Year

Overall Objectives

Providing IT support and contributing to operation success of the technology services.

Principle Roles & Responsibilities

Program Support

- Works closely with IT Manager to provide support and guidance across the school in the use of technology hardware and software.
- Provides basic troubleshooting, maintenance, and repair for IT equipment.
- Installs and updates software.
- Provides technology support during school events.
- Performs other tasks as assigned.

Compliance

- Maintains accurate records.
- Attends professional development training.

Communication

- Updates supervisor on status of projects and brings issues to supervisor in a timely manner.
- Receptive to feedback and suggestions.
- Maintains effective communications with teachers and staff across the school.
- Actively participates in staff meetings.
- Reads all school communications

Professional Conduct

- Must model and encourage all behavior outlined by the Board approved Professional Conduct Policy.
- Maintains a professional image.
- Completes responsibilities in a timely and accurate manner.
- Meets set objectives and goals, and requires minimum supervision and direction.
- Takes responsibility for own actions; ensures a positive working environment for all staff.
- Demonstrates a commitment to the organization.
- Meets attendance and punctuality guidelines.

Recommended Qualifications

- Minimum: Bachelor's degree required,
- Professional working proficiency in Mandarin Chinese and English required.
- Organization and computer skills.
- Willing and adept to learn new IT applications and platforms.
- Excellent communication skills

Employment Requirements

Must meet all employment requirements including, but not limited to, criminal background and reference checks.

Salary: Competitive hourly rate, performance-based increases, generous benefits package

Start Date: ASAP

To apply: Send Cover Letter, Resume, and [Application for Employment](#) to HR@yinghuaacademy.org

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