



IT Support Specialist

Overlooking Riverdale Park in the Broadview and Danforth area of Toronto, CAIS-accredited Montcrest School is a co-educational, elementary day school with 330 students enrolled from JK to Grade 8. Since its founding in 1961, Montcrest has offered an exceptional academic experience, with balanced opportunities in leadership, the arts, and athletics. An emphasis is placed on character development and community service, and the challenging core curriculum is taught in a structured and supportive environment where neurodiverse learners receive individual attention, classes are small and intimate, and the relationship between teachers and students is unparalleled. Montcrest aspires to be recognized as the leading elementary school in Canada, excelling at nurturing and encouraging the uniqueness of each child.

The **IT Support Specialist's** key purpose is to be the primary support for any issues that may arise for the staff, faculty, and students of the school. This position will report to the Director of Technology and Innovation. This is a **full-time** position that will start as soon as possible.

Responsibilities:

- Providing hardware and software support to faculty and staff.
- Support and maintain online learning support platforms.
- Maintain IT asset management systems.
- Ensuring IT documentation is kept up to date.
- Carry out basic network troubleshooting.
- Participate in projects designed to create or improve overall IT operations and business services.

Qualifications:

- 2+ years post secondary education in IT or Computer Science
- Experience in desktop/laptop hardware troubleshooting and parts upgrades
- Windows, MacOS and ChromeOS knowledge
- Team/results-oriented, flexible, proactive, self-starter
- Strong communication skills, both written and verbal, and organizational skills
- Excellent customer service skills
- Networking experience is a plus (VPN, connectivity, working with ISPs)
- Experience in a school environment would be an asset.

Salary: \$40,000 - \$50,000 and includes a generous benefits package.

How to Apply:

We welcome résumés and cover letters to careers@montcrest.ca. We thank all applicants for their interest, and will contact only those selected for an interview.