

Job Posting
Senior IT Specialist
Westlake Christian School
Palm Harbor, Florida

Westlake Christian School, a National Blue Ribbon School and the premier private school in the northern Pinellas County, western Hillsborough, and southern Pasco County region, is seeking a highly motivated, engaged, and passionate Senior IT Specialist for the 2025-2026 school year.

The ideal candidates must have the ability to articulate a Biblical worldview and consider themselves to be 21st Century educators who embrace current best practices. Candidates should possess a desire to grow within a professional learning community and be enthusiastic about teaching and learning. Candidates should exhibit a passion for education, working with children and teams, and uphold the highest standards of excellence professionally and personally. Candidates should be willing to collaborate with faculty, staff, and administrators as well as families and operate as reflective practitioners.

Additional Selection Criteria for Senior IT Specialist

- Demonstrates knowledge of developmentally appropriate uses of technology
- Proficient in the use and integration of technology in the classroom, including Newline Interactive Board (or similar) technology
- Familiar with SIS systems; recent experience with FACTS SIS preferred
- Familiar with LMS systems
- Proficient with Microsoft Word, Excel, and PowerPoint (related certification preferred); additional familiarity with Google apps
- Experience in licensing software and working with vendors/contractors
- Experience with Windows Server and Fortinet/firewalls
- Experience installing and configuring software and hardware components of computer and network systems
- Experience with IT help desk responsibilities preferably in a school setting
- Experience in handling or assisting with cybersecurity threats
- Experience in project management and working with teams
- Experience leading training sessions for colleagues in new or existing technology
- Demonstrates strong written and verbal communication skills, including presentation skills
- Exhibits strong problem-solving skills
- Articulates understanding of the unique developmental needs of elementary and middle school students
- Proficient in integrating the Biblical worldview into instruction
- Demonstrates strong collaborative skills and eagerness to work with colleagues
- Shows skill and sensitivity in working with all members of the school community
- Demonstrates a high degree of professionalism, collegiality, and personal conduct both in and outside of school
- Willing to contribute regularly to school community activities
- Bachelor's degree required; post-graduate degree and certification-based work preferred
- Three or more years of related experience

Senior IT Specialist Responsibilities

The Senior IT Specialist works in collaboration with the Director of Technology, members of the Technology team, and other stakeholders, to develop, implement, and support technology for Westlake Christian School.

- Assist in developing, implementing, and managing technology plans, policies, procedures, projects, and budgets
- Interpret approved technology plans, policies, and procedures for internal and external audiences
- Assist with administering technology infrastructure to ensure efficient, uninterrupted operations
- Promote, facilitate, and monitor the integration of technology into curricula and classrooms to support student learning and achieve school objectives
- Provide technical support and training that equips technology users to become increasingly independent.
- Serve as an expert on technology issues common to parents
- Teach student courses as assigned
- Perform other duties as assigned

Westlake Christian School is accredited by the Florida Council of Independent Schools (FCIS), the Southern Association of Colleges and Schools/Cognia, and is a member of the Association of Christian Schools International.

Employment Package:

This position is a full-time, 12-month, salaried, exempt position and compensation is competitive for the greater Tampa Bay area. Westlake offers a wide-range of benefits, including paid time off, medical insurance, life insurance, a retirement plan, on-going professional support and continuing education opportunities, tuition remission for enrolled children of school employees, and a unique, collaborative working environment.

For consideration, candidates should apply online at [Westlake Christian School - Technology Employment Application](#) and upload a cover letter and resume as part of the application.