St Stephen's College is a co-educational secondary school. Our scenic campus resides in the heart of Stanley, the southern tip of Hong Kong Island. We provide boarding services to 400 students, who are under the care and guidance of our resident teachers. We pride ourselves on our strong Christian ethos, expansive learning environment, outstanding staff, and forward-looking initiatives.

Under the Direct Subsidy Scheme, St Stephen's is an IB world school. We provide a dual-track programme (the IBDP and the HKDSE) for senior secondary levels.

We are looking for passionate people to join our dynamic learning and teaching community.

Post Title: Senior IT/AV Technician and Teaching Assistant

1. **Computer-related duties**

   - Support for installation and configuration of computer hardware and software equipment.
   - Provide user support and troubleshooting of IT equipment.
   - Offer technical support to all parties of the College.
   - Support online learning platforms.
   - Assist in promoting IT education and operating audio-visual equipment.
   - Maintain and carry out regular check on peripherals such as printers, projectors, etc.
   - Maintain AV equipment and cabling which are connected to workstations pertaining to IT Support Team.
   - Replace printer toners and cartridges.
   - Set up IT equipment for teaching and learning.
   - Help in preparing and organizing indoor and outdoor activities which involve IT support
   - Perform regular review and reconfigurations on network equipment and connections.
   - Monitor network traffic and make suggestions on upkeep of network operations.

2. **Learning-and-teaching-related duties**

   - Prepare and produce teaching aids for teachers.
   - Provide support and guidance to students for learning in computer rooms and IT-assisted learning in classrooms.
   - Assist teachers in handling non-teaching duties.
   - Prepare data for evaluation of learning and teaching.
   - Conduct teaching-related analysis and survey.

3. **General office duties**

   - Carry out procurement and inventory control of consumables, IT equipment and stores.
   - Keep records of expenses, monitor the outstanding budget balance and generate intermittent reports.
   - Handle data-input to computer systems.

4. **Tasks assigned by Teachers-in-charge**

   - Liaise and follow-up with vendors or contractors for provision of consumables and IT equipment.
   - Perform other duties as assigned by Seniors and the Principal.

5. **Lesson Substitutions:**
   - Ability to effectively substitute teach various subjects and grade levels.
   - Strong knowledge of curriculum guidelines and instructional strategies.
   - Flexibility to adapt to different teaching styles and classroom environments.
   - Excellent classroom management skills to maintain a positive learning environment.

6. **School Administration:**
   - Proficiency in generating and managing student report cards.
   - Experience with data entry and maintaining student records.
   - Familiarity with school administrative procedures and policies.
   - Ability to communicate effectively with parents, teachers, and staff members.

7. **Programming for Self-Developed System:**
   - Proficient in programming languages required to develop and maintain a self-developed system.
   - Experience in designing and implementing software solutions.
   - Strong problem-solving skills to debug and troubleshoot system issues.
   - Ability to adapt and learn new programming languages as needed.

8. **Coaching Students' Projects:**
   - Knowledge and experience in guiding students through project-based learning.
   - Ability to provide mentorship and support to students in their project endeavors.
   - Strong communication skills to effectively communicate project requirements and expectations.
   - Willingness to provide constructive feedback and help students improve their project outcomes.

We accept applications before 31 January 2024. Please send your application, resume, and letters of reference to:
The Principal
St Stephen's College
22 Tung Tau Wan Road
Stanley, Hong Kong

or by email to sschk@ssc.edu.hk.