

# Work at NATIONS!

## Position: IT Coordinator

**Section:** Administrative – Technology Information Department

**Application Deadline:** December 29, 2025

School of the Nations seeks a proactive, service-oriented IT Coordinator to lead and oversee all aspects of the school's information technology systems, services, and infrastructure.

**Main responsibilities:** Oversee and maintain all school-wide IT systems, infrastructure, and services to ensure reliability, security, and efficient daily operations. Lead, supervise, and coach the IT team, ensuring cross-training, capability redundancy, professional growth, and clearly defined performance metrics. Serve as the technical lead for TOTVS RM, coordinating implementation, integration, documentation, and training. Manage networks, servers, user accounts, cybersecurity protocols, backup and recovery systems, and LGPD-compliant safeguards. Ensure the proper use, lifecycle management, renewal, and timely replacement of all technology assets. Manage procurement, contracts, vendor relationships, and the IT department budget. Support technology integration for teaching and learning; oversee structured user training for core systems including PowerSchool, Toddle, and Google Workspace.



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**Main responsibilities (cont.):** Lead the IT helpdesk, establish and monitor SLAs, evaluate recurring issues, and ensure high-quality service. Collaborate with the Data Protection Officer (DPO) on audits, incident response, and compliance actions. Provide technical analysis and strategic recommendations to the Executive Director. Foster a culture of responsive service, professionalism, innovation, and responsible technology use.

**Requirements:** Bachelor's degree in Information Technology, Computer Science, Systems Administration, Engineering, or related field. Bilingual in English and Portuguese. Strong background in network administration, information security, and systems infrastructure. Experience supervising IT teams and leading technology projects. Demonstrated ability to implement cybersecurity, backup/recovery systems, and data protection protocols. Excellent communication and problem-solving skills, capable of translating technical concepts for non-technical staff.

**Preferred:** Postgraduate studies or certifications in IT management, cybersecurity, data protection, or related areas. Experience with integrated systems and tools including TOTVS RM, Google Workspace, PowerSchool, and Toddle. Experience in educational or international school settings.

Click here to access [the full job description.](#)



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## Equal Employment Opportunity

We provide equal employment opportunities to all individuals regardless of race, color, religion, sex, national origin, age, disability, genetic information, sexual orientation, gender identity, or any other characteristic protected by applicable laws.

All employment-related decisions, including hiring, retention, and promotion, are based solely on an individual's qualifications, performance, skills, and merits relevant to the job requirements.

We encourage people with a disability to apply.

## How to apply

Please send your résumé to our Human Resources department at [recrutamento.externo@edn.org.br](mailto:recrutamento.externo@edn.org.br) by December 29, 2025.

Please add the position you're applying for to the email subject.

## About us

We educate students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

We seek caring, dedicated professionals to contribute to our school community by making a difference in our students' lives.

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## The School

School of the Nations is an international, private, not-for-profit, coeducational, dual-language school. We are accredited internationally by New England Association of Schools and Colleges (NEASC), and nationally by the Secretary of Education of the Federal District. We provide a rigorous bilingual academic curriculum complemented by our moral education program, the arts, and sports. Moral education fosters students' understanding of the dynamic role they play in constructing a peaceful, just, and sustainable society. Students may take preparatory and university-level classes and earn the Brazilian, American, and AP Capstone® diplomas.

## Our History

School of the Nations was established as a place where children from different countries of diverse backgrounds could build a learning community where they could learn to live peacefully together as “world citizens” in a safe, healthy, happy environment while excelling academically through a challenging, college-preparatory curriculum enriched by values and ethics. Our Founders' vision became reality on September 1, 1980.

The school opened with only 17 students and three rented classrooms in the recently built Independent British Institute (IBI). By 1981, the School had grown to 37 students, and classrooms occupied an entire wing of the Presbyterian Institute in Lago Sul, Brasilia. Over the next three years, School of the Nations would grow to serve nearly 100 students. In August 1987, the School, with its 140 students, moved to its current location, on a beautiful campus in a peaceful neighborhood in Brasilia. In 2002, we inaugurated our second campus, just across from the first, to host our Early Childhood Education program for students from 2 to 6. Our community and school continue to grow. Today, School of the Nations educates over 700 students.

## Mission

School of the Nations strives to be exemplary among Brazilian and international schools for its commitment to world citizenship and for helping young people develop outstanding academic, ethical and spiritual qualities and a clear understanding of their roles in building a better world.

## Vision

School of the Nations educates students to be world citizens based on standards of academic, bilingual and ethical excellence to develop their capacities to know, love and serve humankind.

## Accreditation

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