



CHELSEA

SCHOOL DISTRICT

Internal/External Posting **2022-2023 School Year**

Position: Full Time Technology Technician

Location: North Creek Elementary School

Preferred Qualifications:

- Working knowledge of Windows Network - Windows Network Administration knowledge preferred
- Working knowledge of Mac computers and iPad devices
- Working knowledge of Microsoft Office Professional, Windows 10, LAN's, WAN's, Network Communication, and Wireless Networks
- Able to train individuals as well as groups of students and adults
- Ability to troubleshoot and repair iPads, computers and printers
- Demonstrated ability to work as a member of a team, communicate clearly, think creatively, and relate well with other members of the team
- Ability to problem solve and work collaboratively, as well as independently
- Working knowledge of imaging software for Windows computers
- Working knowledge of MDM software for iPad management
- Experience with the managing users in Google and web site functions
- Able to effectively communicate both verbally and in writing
- Strong organization skills
- Ability to lift up to 50 pounds

Responsibilities:

- Assist with hardware maintenance, software upgrades, installation and/or application of patches for all district computers and iPads (3000+)
- Serve as primary technician for assigned building(s) and department(s)
 - Trouble shoot/repair computers and iPads
 - Individual formal/informal technology training
- Serve as secondary technician to all school buildings
- Install and monitor district wide curriculum software
- Attend department, school, district, and WISD meetings when requested
- Assist with professional development in the area of technology
- The position will require some lifting of computers and other technology
- Other duties as assigned

Full Time Technology Technician

Reports to: Director of Technology Services
Work Calendar: 260 days/8-hour work day, 9 paid holidays
Benefits: Insurance package of Health, Dental, Vision, Life Insurance & MPSERS
Retirement

Apply by logging on to www.applitrack.com/WISD/onlineapp
Follow directions as provided on that website.

Inquiries should be addressed to:

Marcus Kaemming, Assistant Superintendent
Email: mkaemming@chelsea.k12.mi.us
Date of Posting: April 18, 2022
Application deadline: May 2, 2022, or until filled.