BELDING AREA SCHOOL DISTRICT
Position Announcement

Job Title: Technical Specialist – Systems and Auditorium

Location: Technology Department

Salary Range/Level: $43,000-47,000 per year (based on education and experience)

Terms of Employment: 40 hours per week, 52 weeks per year
Call-in as needed seven days a week

Date Posted: March 2, 2020
Application Deadline: March 13, 2020

Application Process: A COMPLETED ONLINE APPLICATION IS REQUIRED. (See application instructions at www.bas-k12.org under District and Job Opportunities.)
Letter of interest, resume and credentials may be attached within the online application.

Belding Area School District

Mission
Belding Area Schools: An engaged staff + a supportive community = successful students.

Job Description

Qualifications:
• Four-year degree in related field (preferred) or equivalent field experience
• Expertise in operating student information systems
• Experience with lights and sound equipment in a performing arts center
• Experience supporting technology in an educational setting
• Excellent organizational and interpersonal skills
• Ability to communicate clearly, both orally and in writing, and accurately with significant volume of detail
• Willingness to work flexible hours when needed
• Pursuant with State of Michigan Student Safety Legislation all prospective hires must provide fingerprinting and background check results to the District prior to employment.

Essential Duties:
The Technical Specialist shall serve under the direct supervision of the Technology Director and shall be responsible for the following specific duties:
• Support Technology Director in maintaining district technology
• Maintain system wide inventory of technology assets and other department documentation
• Maintain district servers and content filter
• Assist in planning for maintenance, repair and replacement of district hardware and software
• Assist in the acquisition and processing of new materials and disposal of outdated technology hardware and software
• Schedule, maintain and support the district auditorium
• Supervise part-time auditorium and technology staff
• Aid in the training and support of district software, programs and processes
• Other duties as assigned by the Technology Director
Notice of Non-Discrimination

It is the policy of Belding Area School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category in its programs, services or activities. For inquiries regarding the nondiscrimination policies contact the Superintendent's Office, 850 Hall Street, Belding, MI 48809. (616)794-4700.