

Sauk Prairie School District – Job Posting



MEMO TO: Tammy Smith, Bonnie Dederich, Beth Huerth, Vicki Fenske
FROM: Brent Richter, Business Director
DATE: May 14, 2018
RE: Technology Support Specialist
POSTING: Regular, Full Time

Position Details:

Position Type: Technology Support Specialist
Posting Date: May 14, 2018
Position Title: Technology Support Specialist
Location: Middle School, Technology Department
Employment terms: Full Time, Year Round
Starting Wage: \$20.00 to \$21.65 / hour, commensurate with experience

Application requirements:

1. Online cover letter required.
2. No paper applications or letters will be considered.
3. **Apply Now:** at WECAN <https://wecan.education.wisc.edu/>

Essential Functions:

1. Work with staff and students in a positive and effective manner and maintain confidentiality of district information.
2. Perform assigned tasks with minimal direct supervision, comprehend multiple directives, and establish job priorities.
3. Effectively and efficiently manage technology resources (hardware, software, time, money, people) to meet district needs.
4. Ensure computers have needed software and peripherals, and help establish or support policies to ensure staff and student computers operate reliably and return to service quickly after a failure.
5. Ensure teacher classroom technology (phone, computer, projector, smartboard, speakers, document camera, voice amplification, etc.) works consistently and reliably, and when broken, return to service quickly and in a timely way to avoid or minimize interruption to teaching and learning.
6. Take proactive steps to protect technology resources from potential disasters that could adversely affect district operations or data.
7. Assist the Technology Manager and Coordinator to manage, implement, and update, as necessary, the district computer replacement plan to ensure computers are replaced in a regular, sustainable, predictable, and timely way.
8. Maintain strong job related technical skills and knowledge.

Qualifications:

1. Experience effectively and consistently managing or supporting information technology departmental resources to meet teaching, learning, and/or organizational needs.
2. Experience effectively and consistently prioritizing tasks and meeting short and long-term project deadlines.
3. Strong desktop, laptop, and mobile device technical skills and experience, including: operating systems (Windows, Chrome OS, IOS, Android), management tools (Zenworks, Google Management Console, and/or Microsoft System Center, MaaS360) and wireless/wired networking technologies (wifi, switching, routing, IP addressing). IP Phone, printer, projector, smartboard, voice amplification, and audio/visual experience a bonus, but not required.
4. Experience successfully managing, supporting, repairing, and securing Microsoft Windows computers, Google Chromebooks, and/or Apple computers, preferred.
5. Experience successfully managing or supporting Microsoft Windows, Google Chromebooks, and/or Apple computer replacements, and successfully developing and distributing computer images, operating system and antivirus updates, and applications, preferred.
6. 2 year or 4-year technical degree program like computer science, management information systems, or related field or equivalent experience, preferred.

Dates:

Job Starting Date: June 25th
Application Closing Date: Until Filled

District Notes: 1. Webpage posting 2. WECAN 3. SP Star week 4. Chamber listing. 5. WeTech (Dan)

Sauk Prairie Newspaper Description:

Sauk Prairie School District: Technology Support Specialist position at Sauk Prairie School District, 40 hours/week, \$20.00-\$21.65/hour commensurate with experience. Applications only accepted online at WECAN <https://wecan.education.wisc.edu/>