| **BLISSFIELD COMMUNITY SCHOOLS** |
| NOTICE OF POSITION VACANCY |

POSTING DATE:            March 7, 2023

POSITION TITLE:          Technology Assistant

APPLICATION DEADLINE:    Until filled

## Qualifications:

- Knowledge of Microsoft Windows and Microsoft Office
- Knowledge of Google Workspace, Google Apps and Chromebooks
- Knowledge of Web Filtering
- Knowledge of Infinite Campus preferred
- Practical experience in technology and telecommunications operations
- Must have a demonstrated history of work ethics, including attendance.
- Must be able to lift and carry 50 pounds.

## Performance Responsibilities:

- Troubleshoot problem areas in a timely manner and accurate fashion, and provide end-user assistance where required.
- Perform preventative maintenance and install upgrades and options.
- Install, configure and maintain a variety of computer and instructional technology hardware    including: computer equipment, printers, tablets, phones, and data communications equipment.
- Diagnose computer problems to determine the cause of malfunction.
- Repair hardware problems, set up, configure and test equipment.
- Assist supervisor in the planning and implementing of technology projects.
- Communicate clearly and completely with school staff regarding status of service requests.
- Keen awareness of responsibilities for confidentiality and professionalism.
- Website Updating
- Maintain computer database systems.
- Keep up to date professionally.
- Performing all other duties as assigned by the Technology Director

## Application Procedure

Applicants should provide a letter of interest, resume, applicable collegiate transcripts, copy of relevant certifications and three letters of recommendation via email to:

> Sheri Peterson, I.T. Director
> Blissfield Community Schools
> speterson@blissfieldschools.us

**Blissfield Community Schools** has a total enrollment of approximately 1150 students. Blissfield is located 30 minutes northwest of Toledo, Ohio and 20 minutes southeast of Adrian, Michigan.