



NOTICE OF VACANCY
Logan City School District
101 West Center
Logan, UT 84321

September 18, 2015

Computer Technician Assistant
Part-time

Applications are now being accepted for a part-time Computer Technician Assistant. The job of Computer Technician Assistant is done for the purpose/s of installing, upgrading, configuring, and maintaining workstations within the district; resolving software and hardware problems; maintaining supports such as security, telephones, and sound systems; network administration; and setting passwords and security levels.

Hours per Day: 3.5

Salary: \$12.33 per hour

Contract: Until Winter Break

Benefits: None

Application Process

Application deadline: **August 21, 2015, 4:00p.m., or until filled.**

All application materials must arrive at the Logan City School District Human Resource Office, 101 West Center, Logan, Utah 84321. Phone (435)-755-2300 FAX: (435) 755-2311. **Selected finalists will be contacted for an interview.**

Applicants must submit the following:

1. Completed Logan City School District Education Support Professional Application (available online at www.loganschools.org)
2. Detailed cover letter outlining special competencies related to and specific interest in the particular position
3. Current resume in which professional preparation and experience are clearly detailed
4. Three letters of recommendation written within the last six months
5. Official transcripts of all college and university credits

Essential Functions

- Administers district policies regarding use of computers and data access (e.g. updating virus software, set passwords, etc.) for the purpose of ensuring compliance with district policy and departmental guidelines.

- Installs computers, hardware, peripherals and application software (e.g. printers, laptops, student administrative software, SIS2000, etc.) for the purpose of maintaining and updating overall site operation (office, classrooms, library, computer labs, etc.).
- Interacts with the District network for the purpose of installing, configuring, and troubleshooting work stations.
- Maintains a variety of manual and electronic files and/or records (e.g. permission levels, network identification, security access, licenses, work logs, etc.) for the purpose of documenting activities, providing reference and audit trails.
- Organizing the removal of surplus and out dated hardware for the purpose of assuring that district guidelines for surplus materials are followed.
- Participates in meetings, workshops and/or trainings for the purpose of conveying and/or gathering information required to perform job functions.
- Performs initial workstation computer, peripheral, and server set-ups (e.g. installation, testing, configuring, assigning passwords, security clearances, imaging, etc.) for the purpose of meeting the computer processing needs of the users.
- Provides training and inservice in general computer use, software applications, and file server operations for the purpose of ensuring the proper and efficient use of computers and/or software application.
- Researches software applications, new operating systems, latest technology systems for the purpose of providing support support to standardized applications in accordance with the district's technology goals.
- Responds to request for help, repairs, training, and/or upgrades for the purpose of providing information, scheduling appointments, and/or referring to alternate resources.
- Responds to inquires from a variety of district personnel (e.g. site and district administration, technology staff, teachers, students, etc.) for the purpose of providing support, technical advice, and operational assistance.
- Troubleshoots user issues with computer workstations and servers (e.g. questions about application software, connectivity issues, peripheral malfunctions, etc.) for the purpose of providing immediate assistance to users for problem resolution.
- Ability to design and update HTML web pages for the purpose of creating functional web sites for students, teachers, and parents.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Required Testing: None Specified

Certificates & Licenses: A+ Certification

Clearances: Approved Background Check

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age, or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Human Resource Director at (435) 755-2300 for additional information or assistance.