

Alpena-Montmorency-Alcona ESD

Job Posting

Technology Assistant

The Technology Assistant shall be responsible for implementing integrated, comprehensive technology within the AMA ESD service area.

- Provide the technical assistance and support to the AMA ESD and our local school districts in the use of their local area networks, computer systems and other technology.
- Assist with the purchase, lease, deployment and installation of software, hardware and phone lines to be used by our school districts as related to distance learning/technology applications for video, voice and data.
- Serve as the liaison with state, regional and local agencies involved with technology.
- Assist the AMA ESD and its local school districts with the planning and implementation of distance inter-active learning and expansion of instructional technology in area school districts.
- Provide technology training as needed.
- Provide periodic reports the AMA ESD Board and administrators regarding technology.
- Provide an updated inventory of existing technology and its usage in the ESD.
- Maintain the division's network security and integrity.
- Perform regular back-up and ensure others comply with back-up procedures.
- Add and delete users, user directories, passwords and applications as needed.
- Test applications before installation on networks.
- Install and maintain personal computer hardware, networks, and software.
- Enter all required problem information into a tracking system in accordance with prescribed procedures.
- Analyze and recommend software modifications to meet needs.
- Maintain knowledge of current trends and developments in the field by reading appropriate books, journals, and other literature and attending related seminars and conferences.
- Maintain constituent district websites including ADA compliance.
- Perform other duties as assigned by supervisor.

Must possess an associate's degree in computer technology or related experience. Experience with Microsoft networks, Microsoft Office products and computer repair. Familiar with Apple products and Chromebooks.

Terms of Employment: 250 days, July 1, 2018 – June 30, 2019

See full job description and apply at <http://www.amaesd.org/Job-Opportunities.asp>.

AMA ESD is an equal employment opportunity/equal educational opportunity agency. The district does not discriminate in its hiring practices.