WOODSIDE ELEMENTARY SCHOOL DISTRICT
3195 Woodside Road, Woodside, CA 94062   (650) 851-1571

Notice of Classified Employment Opportunity: 2016-2017 School Year

DATE:        July 8, 2016

POSITION:    Technology Support Technician – Part Time
             Monday-Friday; 15-20 hours per week

DUTIES:
 Support students and teachers, moving in and out of classrooms to fix or explain how to use classroom technology
 Set up computers, printers and related equipment
 Full understanding of Apple computer platform
 Provide technical assistance to employees and students in the operation of computer-based instructional programs and assessments, hardware operational functions, and routine computer maintenance
 Gather information and maintain records related to hardware and software
 Ability to prioritize projects

QUALIFICATIONS:
 Equivalent to the completion of 12th grade, supplemented by training in computer repair or computer science
 One to two years of experience working in the repair and maintenance of computers
 Ability to work independently and self-sufficiently – willingness to learn and strong self-management skills
 Ability to solve general computer problems and answer questions related to the use of technology on Mac computers, peripherals, mobile devices, and Chromebooks
 Strong customer service ability. Work with a variety of users with varying skill levels to solve technical problems in an efficient manner.
 Capacity to present ideas and solutions in user friendly language both verbally and in writing to students and staff

SALARY:      $25.00 to $35.00 per hour (based on experience and education)

CLOSING DATE:  August 8, 2016

Please submit the following application materials:
 Letter of interest
 Resume
 Transcripts
 Three letters of reference

For additional information about this position, please contact Cathy Stienstra, Administrative Coordinator, at cathy@woodsideschool.us.