



NOTICE OF AVAILABLE POSITION – Posted November 22, 2021

- POSITION TITLE:** Technology Coordinator
- REPORTS TO:** Technology Director or Designee
- STARTING DATE:** January 3, 2022
- WORK DAYS PER YEAR:** 12 month position – Five (5) days per week; Eight (8) hours per day
- QUALIFICATIONS:** Minimum of an Associate’s Degree in Computer Science, Systems Science, Electronics or Information Systems desired; or an equivalency that would usually be acquired by completing a related 2-year technical program and/or three years of experience in computer systems repair and information management. Experience with Microsoft, Linux, Google and Skyward preferred, particularly in a school district environment.
- JOB OBJECTIVE:** To assist in facilitating organizational responses to district technology, educational, and administration needs in accordance with the District and School Improvement Plans. Areas of responsibility will include, but not be limited to:
- Systematically providing advice, guidance and support to all staff in matters pertaining to information access and processing.
 - Supervise Repair Technicians. Work with the technology team to help seamlessly integrate technology into the educational learning process.
 - Troubleshooting and repairing technology related equipment.
 - Installation, support, and maintenance of client workstations, local and cloud software systems, and other instructional technologies.
- As a Technology Coordinator, this individual will play an integral part in the oversight, implementation, security, and support of the local district assigned as well as assisting other districts within the Clare/Gladwin RESD as needed.
- APPLICATION DEADLINE:** **Until Filled.**
- APPLICATION PROCEDURE:** Apply electronically or download an application at www.cgresd.net/employment.

Send Resume and completed Application to:

Clare-Gladwin RESD
Attn: Human Resources Dept.
4041 East Mannsiding Road
Clare, Michigan 48617

PH: [\(989\) 386-8635](tel:9893868635)

Email: cghr@cgresd.net