

# Tippecanoe Valley School Corporation

## Job Posting

**Position:** Technology Associate

**Work Year:** July 1 – June 30  
260 Day Contract (Salaried Position)

**Job Description:** The Technology Support Specialist will work with faculty, staff, and students to resolve technology related issues including but not limited to: hardware, software, application, and network connectivity in order to promote student growth and facilitate classroom instruction and district operation. They will assist in planning and facilitation of ongoing maintenance of existing and any newly acquired systems, software, or components and help monitor and provide timely response for help desk issues. They will oversee the 1:1 laptop initiative within the building including but not limited to the inventory, distribution and collection, maintenance, device protection. This person will work both independently and as a team member under the direction of the Director of Technology.

**Essential Skills:**

- Ability to Troubleshoot Computer Hardware and Software Issues
- Ability to Install/Update Computer Hardware and Software
- Ability to Lift up to 50 Lbs.
- Ability to Help Teachers Integrate Technology into the Classroom
- Ability to Provide Technology Staff Development as Needed
- Ability to Troubleshoot Network Issues
- Ability to Deploy and Manage iPads via Meraki MDM
- Ability to Complete Network Administration of a Windows Network
- Ability to Maintain Meraki wireless network
- Ability to Maintain Computer Hardware and Software Inventory
- Ability to Maintain/trouble Shoot telephone & voicemail system
- Strong Organizational Skills
- Able to Work Independently in a Fast Paced Environment

**Qualifications:** Ability to troubleshoot and diagnose problems and then develop appropriate solutions while demonstrating strong communication, interpersonal, customer service and analytic skills. Excellent time management and organizational skills are required. Knowledge of Windows OS, Android and IOS, Microsoft SCCM server, Microsoft GPO required. High school diploma required.

**Rate of Pay:** Yearly Salary to be Determined, Commensurate with Experience

**Benefits:** Available

**How to Apply:** Applications may be submitted online at <http://www.tippecanoevalleyschools.com> or in writing to:

Keith Lang  
Director of Technology  
8343 S SR 19  
Akron, IN 46910