



SHELBY PUBLIC SCHOOLS
VACANCY NOTICE
Internal/External

Posting Date: November 9, 2020

Position: **Technology Coordinator**

Qualifications:

- High School Diploma required. Associates degree, Technology Certification, or equivalent work experience in technology related field preferred.
- Knowledge and understanding of Network Infrastructures, Active Directory and Windows operating systems, Chrome OS and Chromebooks.
- Knowledge and understanding of student information systems, Google apps, content filtering, wireless, phone and voicemail systems, security camera systems, computer assessments, webpage editing, online state testing, and other district software.
- Responsible of technology needs of multiple schools
- Good communication, organizational and teamwork skills
- The ability to troubleshoot, service, upgrade, and configure district technology hardware and software.

Reports to: **Tim Reeves, Superintendent**

Job Goal:

Includes:

- Setup, troubleshooting, servicing, upgrading, and configuring district technology hardware and software
- Assisting building staff and students with district technology hardware and software problems
- Technology training of students and staff
- Other duties as assigned

Applications:

Submit a Letter of Application to:

Katrina Smith
Shelby Public Schools
525 N. State Street
Shelby, MI 49455

Or email to: hresources@shelby.k12.mi.us

Deadline for

Applying:

November 16, 2020 or until filled.

Approved By:



Tim Reeves, Superintendent

Date: November 9, 2020

NOTICE: It is the policy of the Shelby Public School District not to discriminate on the basis of race, color, national origin, sex (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Superintendent; 525 N. State Street; Shelby, MI 49455; 231-861-5211