

# Unalaska City School District



## UNALASKA CITY SCHOOL DISTRICT Vacancy Announcement Technology Coordinator

**Job Description:** Full-time, twelve month, permanent position. Examples of responsibilities include:

- Troubleshoot, repair and maintain PC hardware, operating systems, software, networks and information systems
- Manage technology-related grant budgets including the federal eRate grant
- Maintenance of district web sites, web-based resources, and content filters
- Review and/or recommend technology purchases

**Qualifications:** Applicants preferred who are:

- Willing to be trained on-the-job
- Organized and detail oriented
- Self-starters and able to work with minimal direction from supervisors
- Customer service oriented

**Reports To:** Superintendent

**Compensation:** Unalaska City School District's Classified Compensation Plan, Grades 4 – 8 (\$18.51 - \$25.54/hour), depending on experience and education. This position includes an excellent benefit package, including health insurance and enrollment in the State of Alaska Public Employee Retirement System (PERS).

**Application Procedure:** Please submit a current résumé, two (2) letters of recommendation, and a classified application form (available from the school offices, the District Office, or from our website: [www.ucsd.net](http://www.ucsd.net)). Applicants meeting minimum qualifications will be scheduled for an interview.

For additional information or to obtain an application, please contact:

John P. Conwell  
Superintendent  
Unalaska City School District  
P.O. Box 570, Unalaska, AK 99685  
PH: 907-581-3151  
FAX: 907-581-3152  
[jconwell@ucsd.net](mailto:jconwell@ucsd.net)

Joanne Villamor  
Administrative Assistant  
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Position is open until filled; posted May 19, 2015.

*Unalaska City School District is an Equal Opportunity Employer and complies with the Title IX of the Education amendment Act of 1972, with the American with Disabilities Act, and with all other state and federal employment laws. The District does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, gender, marital status, changes in marital status, pregnancy, or parenthood. Should you need any assistance for reason during any stage of the employment process, please discuss your needs with the Business Manager. Every effort will be made to reasonably accommodate you in this process.*

P.O. Box 570, Unalaska, Alaska 99685 • (907) 581-3151 • Fax (907) 581-3152 • [www.ucsd.net](http://www.ucsd.net)  
John P. Conwell, Superintendent • Jim Wilson, Principal • Eric Andersen, Principal