

UNALASKA CITY SCHOOL DISTRICT

Vacancy Announcement Technology Coordinator

Job Description: Full-time permanent position. Examples of responsibilities include:

- Troubleshoot, repair and maintain PC hardware, operating systems, software, networks and information systems
- Maintenance of district web sites, web-based resources, and content filters
- Review and/or recommend technology purchases
- Maintain relationships with technology vendors and internet service providers
- Assist with the management of the federal E-Rate grant program
- Provide ongoing technology-user support for students and staff members

Qualifications: Applicant preferred who is:

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

Reports to: Superintendent or designee

Compensation: Salary is negotiable. This position includes an excellent benefit package, including health insurance and enrollment in the Public Employee Retirement System (PERS).

Start date: Tentative start date is May 1, 2017

Application Procedure: Please apply online by submitting an application, cover letter and résumé through the Alaska Teacher Placement website at www.alaskateacher.org or the Unalaska City School District website at 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

Joanne Villamor
Administrative Assistant
jvillamor@ucsd.net

Position is open until filled; posted December 15, 2017.

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.