



**JOINT SCHOOL DISTRICT NO 171**  
Preparing The Next Generation To Thrive

---



## Vacancy Announcement: 2026-2027 School Year

**Date:** June 9, 2026

**Position:** Technology Aide

**Location:** District Office – Orofino, Idaho

**Website:** [www.sd171.k12.id.us](http://www.sd171.k12.id.us)

### Position Overview

The Technology Aide provides entry-level, first-line technical support and general user assistance to staff and students. This role focuses on basic device setup (PCs, Chromebooks), routine hardware cleaning, and helping users navigate everyday software applications. This is an excellent entry-level position for individuals looking to build a foundation in IT support, offering hands-on experience with daily technology operations in a supportive environment.

### Essential Duties and Responsibilities

- **User Support:** Provide courteous basic technical assistance to staff and students in person or by routing cases to senior IT staff.
- **Device Prep & Care:** Assist with unboxing, cleaning, labeling, and basic setups of Windows PCs, Chrome OS devices, and tablets.
- **Basic Troubleshooting:** Help users with simple technical hurdles, such as password resets, connecting to Wi-Fi, and troubleshooting peripheral devices like mice, keyboards, and printers.
- **Classroom Media Support:** Assist teachers and staff with plugging in and turning on classroom displays, projectors, and basic audio equipment.
- **Event Setup Assistance:** Help move and set up portable tech equipment (microphones, laptops, projectors) for school or facility meetings.
- **Data Privacy:** Handle and protect student and staff information with strict adherence to standard privacy rules.
- **General Tasks:** Help keep IT storage areas organized and assist senior IT staff with basic tech-related errands around the facility.

### Minimum Qualifications

- **Education:** High School Diploma or equivalent.
- **Screening:** Must successfully pass a comprehensive criminal background check and pre-employment drug screening.
- **Customer Service:** Strong written communication skills; patience when helping non-technical users.
- **Technical Literacy:** General comfort using everyday technology, including personal computers, smartphones, and Chromebooks.

- Ability to Follow Directions: Proven ability to read, understand, and follow step-by-step instruction manuals and checklists.
- Physical Capability: Ability to safely lift and carry equipment weighing up to 50 lbs. (such as boxes of laptops or desktop monitors).

**Preferred Qualifications**

- Familiarity with Google Workspace: Basic comfort using Google Docs, Sheets, and Drive.
- Enthusiasm for Tech: A strong desire to learn about computer hardware, software, and basic troubleshooting.
- Prior Experience: Any retail, customer service, or school volunteer experience where helping people was a primary focus.

**Salary**

Starting hourly rate: \$16.40

**Benefits**

Employee medical, vision, and dental insurance coverage paid 100% by the district. \$20,000 employee life insurance and \$2,000 dependent life insurance paid by the district. Eligible for PERSI retirement.

**Schedule:** Monday through Thursday, 7.25 hours per day, 159 days per school year. This position will require an early start for the 2026-2027 school year (August 10<sup>th</sup>) and may require additional days at the end of the school year.

**Application Deadline:** June 24, 2026

**Start Date:** August 10, 2026

**Direct Inquiries:** Russel Miles, Technology Director: 208-476-5593 or milesr@jsd171.org

**Applications Available**

<https://orofinojsd171.schoolinsites.com/employmentopportunities>  
(select Classified Application)

Email- hr@jsd171.org

Central Office- 1145 Riverside Ave. Orofino, ID 83544

Return application materials to Human Resources- hr@jsd171.org

**EOE/AA EMPLOYER  
VETERANS' PREFERENCE**