

Tawas Area Schools Assistant Technology Support Specialist

- 18 years of age or older and a high school graduate/GED.
- Two years of acceptable experience or training beyond high school diploma.
- Understanding of multiple server and desktop operating systems, Chrome operating system.
- Ability to troubleshoot basic network communication issues including cabling.
- Knowledge of hardware and software programs, including but not limited to, Office suite and Google suite.
- Experience/knowledge with school and student data software.
- Knowledge of switches and VLAN structures preferred.
- Knowledge of active directory and group policy preferred.
- Ability to deal with students, staff and public with tact and courtesy.
- Dependable and must have a good attendance record.
- The ability to develop and maintain a positive attitude toward the job and the school system in general.
- Ability to read, write, communicate and work with staff, students, and the public in an effective and positive manner.
- Ability to handle confidential information with discretion.
- It is the district's expectation that the individual will show initiative, present a good public image, and conduct good public relations.
- Must take and pass a physical examination by the school physician before hiring.
- New employees must sign a certified statement, under penalty of perjury, that he or she is a citizen or national of the United States or an alien authorized to be employed in the United States.
- Must successfully complete drug screening, background check and fingerprinting and pay for the processing of those items.

A \$2,500 signing bonus is available. More details will be provided during the interview process.

This is a year-round salaried position with a salary range of \$40,000 - \$45,000.

All interested persons should submit a letter of application, resume', credentials and references to the following:

Carrie Huitema (chuitema@tawas.net)
Tawas Area Schools
245 W. M-55
Tawas City, MI 48763

Applications must be received by Friday, September 30, 2022.

The Tawas Area School District does not discriminate on the basis of race, color, religion, national origin, gender, disability, age, height, weight, marital status, genetic information, or any other legally protected characteristic, in its programs and services, including employment opportunities.