PARKROSE SCHOOL DISTRICT
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parkrose.k12.or.us

Parkrose School District affirms the diversity of our local communities including race, religion, national or ethnic origin, sexual orientation, and gender identity/expression. We welcome candidates who reflect our growing diversity and our values of creating an inclusive learning environment. We are particularly interested in applications from traditionally underrepresented groups in education.

Computer Technician I
Parkrose School District
2024-2025 School Year
Hourly Rate: $ 20.41 to $26.86 per hour DOE; PLUS, employer-paid retirement, and generous benefits package (Job Classification M)
Days: Monday – Friday
Work Calendar: 260 days per year
Deadline to Apply: Open Until Filled; **Applications received by July 27, 2024 will receive first consideration**.

Overview: The job of "Computer Technicians" is done for the purpose/s of providing technical support for District technology, maintaining a preventive maintenance program, documenting information, resolving immediate technology concerns, and ensuring assignments are completed in a timely manner.

Job Requirements:
- Some prior job-related experience preferred

Skills, Knowledge and/or Abilities Required:
- ***Skills*** to operate standard office equipment including use of computer applications, use in English in both written and verbal form, use correct spelling, grammar and punctuation.
- ***Knowledge*** of rules and regulations related to assigned functions, basic budgeting, financial and statistical recordkeeping, standard office equipment.
- ***Abilities to*** sit for prolonged periods, work independently, understand and carry out oral and written instructions. Significant physical abilities include reaching/handling/fingering, talking/hearing conversations, near visual acuity/visual accommodation.
- Must be able to drive to and from the various district locations.

License, Certifications, Bonding, and/or Testing Required:
- Current Driver's License and Proof of Insurance
- Criminal Justice Fingerprint Clearance (cost to the employee: $12.50 for fingerprints; $66.00 for criminal background check – one-time payroll deduction)

Preferred:
- Bilingual
- Experience working with diverse student populations preferred

Reports to: Supervisor of Technology

To Apply: Candidates will complete the Parkrose application online at TalentEd. In order for your application to be complete, you must submit the documents listed below in addition to the application at TalentEd: https://parkrose.tedk12.com/hire.

- Cover Letter
- TalentEd Application
- Resume

Parkrose is an Equal Opportunity Employer. Applicants with culturally diverse backgrounds are strongly encouraged to apply.

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Position Details:

- **Assesses**, troubleshoots difficulties with network, computer, peripheral equipment, software applications, and PBX phone switches and related equipment.
- **Responds** in a timely manner to requests for technical assistance from district personnel and students
- **Keeps** accurate records of troubleshooting and maintenance activities.
- **Manages** multiple concurrent tasks.
- **Communicates** with District staff and students of diverse cultural backgrounds.
- **Quickly** learns new software packages and transmits that understanding clearly to others.
- **Adapts** to and supports new hardware as it is placed into service by the district.
- **Reads,** assimilates and translates technical documentation in a clear, meaningful way for non-technical staff and students.
- **Understands** and carries out oral and written instructions.
- **Follows** prescribed procedures relating to tasks, the completion of reports, and internal control procedures.
- **Respects** and maintains confidentialities and the confidential, proprietary nature of all information maintained on data systems related to this position.
- **Assists** staff and students with specific projects relating to technology.
- **Works** with student interns in a training/work environment.
- **Performs** other duties as assigned.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- **Installs** system components for the purpose of maintaining equipment in operating condition.