



PARKROSE SCHOOL DISTRICT  
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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](https://talented.org). In order for your application to be complete, you must submit the documents listed below in addition to the application at [TalentEd](https://talented.org): <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 confidentiality 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.