



Gull Lake Community Schools
Richland, Michigan

JOB POSTING

Support Staff - Computer Support – Kellogg and Richland Elementary

September 6, 2018

Job Summary:

Under the direction of the administrators, the Computer Support is responsible for assisting students and staff with Chromebooks and other school computers in classroom spaces.

Qualifications:

Required:

- A. High School diploma or general education degree
- B. Proficient use of computers including knowledge and use of Microsoft Office, Apple IOS and G-Suite products and student data systems
- C. Must possess excellent written and verbal communication skills and proven organizational skills
- D. Excellent interpersonal skills

Desired Characteristics:

- A. Prior computer experience preferred
- B. Experience working with elementary students preferred
- C. Ability to manage and troubleshoot technical aspects of hardware, software and online resources
- D. Experience working with Google Admin. and Apple Management Software
- E. Experience problem solving with issues related to audio/visual and device equipment
- F. Ability to work independently with frequent interruptions

Duties:

- A. Assist teachers and students in the use of computers and instructional software
- B. Input data and maintain files on student progress and use of instructional programs
- C. Assist teachers with arranging maintenance and repair of student computers
- D. Perform other duties as assigned by administration

STATEMENT OF NON-DISCRIMINATION

The Board of Education does not discriminate on the basis of race, color, national origin, sex, including sexual orientation or transgender identity, disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, in its programs and activities, including employment opportunities.

CRIMINAL RECORDS CHECK

In accordance with state law and board policy, no person shall be hired to work in contact with children prior to being fingerprinted and passing a criminal records review.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Application Deadline: Until filled

Start Date: ASAP, Monday – Friday, 8:30 a.m. – 4:00 p.m.

Salary: \$10.00 per hour

Apply To: Candidates who are qualified and wish to be considered for this position must submit an AppliTrack online application at www.gulllakecs.org that includes a letter and resume.

Questions: Contact - Tonya Kammeraad, Human Resources, tkammeraad@gulllakecs.org