



Twin Valley School District

4851 N. Twin Valley Road · Elverson, PA 19520

Telephone 610-286-8600 · FAX 610-286-8608

Twin Valley School District
"Every Student, Every Day"

Please Post
7/15/22

VACANCY NOTICE

PositionTech Aide Support (1,040 Hours/Year)
Reports ToAssistant Director of Information Technology
Effective DateImmediately
EducationHigh School Diploma
Salary\$16.85/Hour

Terms of Employment

- Student Calendar Days (180 per Year)
- Part-Time (Approximately 6.5 Hours per Day)

Job Description

Provide technology support services to students, staff, and District computer systems in the Twin Valley School District. On-the-job technical training is provided.

Competencies Preferred

- Working knowledge of device hardware, operating systems, and applications software
- Personal qualities in customer relations and working with others
- Successful track record demonstrating effective time management
- Ability to troubleshoot devices, user accounts, network, or connectivity problems
- Strong writing and communication skills

Core Responsibilities

- Install devices, operating system software, application software, software upgrades, printers, and other peripherals.
- Manages student device assignment, repair, and support.
- Works with others in the department to maintain procedures and communication.
- Respond to Help Desk requests in a timely and appropriate manner.
- Configure devices for appropriate access to network resources such as file and print server, email server, Internet, etc.
- Instruct the end user with proper procedure to access network resources.
- Works with others to maintain physical inventory of hardware, software, and peripheral devices.
- Document procedures and resolutions.
- Attend meetings and training sessions as required.
- Keep abreast of emerging support technologies and trends.
- Perform other duties as assigned by the Assistant Director of Information Technology.

Send Letter of Interest to:

Rita Haddock, Assistant to the Superintendent/HR Director
4851 N. Twin Valley Road
Elverson, PA 19520
Email: rihaddock@tvdsd.org

Deadline for Applying: July 29, 2022

E.O.E.