



# Valders Area School District

138 Wilson St., Valders, Wisconsin 54245-9645

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## VACANCY ANNOUNCEMENT

**Position:** Computer Technician

**Position Description:** The computer technician assists the technology coordinator in coordination and planning for technology, as well as helping with maintenance and troubleshooting technology problems covering three schools and the district.

**Qualifications:**

- Previous successful employment in computer repair
- Post high school education in computer repair, maintenance, and operation a plus
- Unpack, connect, and test new computers, printers, drives, and other peripherals upon direction from the Technology Coordinator and when warranty allows
- Disconnect, move, reconnect, and test computers reassigned to new locations upon direction from the Technology Coordinator
- Install and test operating systems, menus, and authorized software
- Install and test additional hardware for computers including memory chips, upgrade chips, cards and boards, as allowed by warranty
- Install and test printer and software upgrades
- Diagnose and troubleshoot computer system so that computer system is in full-operating status.
- Perform repairs to rectify hardware failure
- Replace memory, adapter cards, monitors, and hard drives as needed
- Install, backup, maintain, monitor, and test instructional networks in the district
- Test networks if moved or rearranged
- Create and maintain the district's web page and assist individuals in the creation and maintenance of their own pages
- Maintains, adds, and changes student information in network administration programs as requested
- Show proficiency in the use of software applications, the use of all electronic data retrieval mechanisms the use of various computer hardware (e.g., flatbed scanner, digital cameras, video and lighting equipment, etc), knowledge concerning the operation of computers on a network

**Salary/Benefits:** \$50,000; Salary and benefits commensurate with background and experiences.

**Closing Date:** Online applications will be accepted through **Monday, November 13, 2017**, or until filled. It is the responsibility of the applicant to submit a complete online application by this deadline. An online application which has been initiated but not submitted by the closing date has not met the deadline and will not be considered for the position.

**Online Application:** Please visit [www.valders.k12.wi.us](http://www.valders.k12.wi.us), under District Admin, Job Openings, select Support Staff link, and follow the VASD online application process instructions. For additional assistance, please contact the District Office at (920) 775-9500.

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