

Brookings-Harbor School District 17-C

"Offering Hope, Possibility and Opportunity"

NOTICE OF EMPLOYMENT OPPORTUNITY

(Posted on November 21, 2011)

HALF TIME TECHNOLOGY AIDE

JOB RESPONSIBILITIES:

- Systems support in Windows and Macintosh platforms.
- End user assistance in applications including, but not limited, Microsoft Office Suite.
- Perform helpdesk functions within the School District.
- Provide first-level technical support.
- Maintain inventory of computer equipment.
- Document instances of hardware repair, installation, and removal.
- Other job duties as assigned.

Terms of Employment:

Job Classification as Classified Staff Computer – 4 hours per day
Salary and benefits per union contract

Application Procedures:

- q The deadline for receipt of letters of interest from present employees has been established as November 30, 2011.
- q The deadline for receipt of applications from prospective new employees has been established as December 7, 2011.
- q For more information about the position contact Chris field, Technology Coordinator at the Brookings Harbor High School (541) 469-2108.
- q Complete application materials may be obtained by contacting:

Dede Corpening, Administrative Secretary
District 17-C Administrative Office
629 Easy Street, Brookings OR 97415
Telephone: 541-469-7443 – FAX: 541-469-6599
E-Mail: dedec@brookings.k12.or.us

Reasonable accommodations for the application & interview process will be made upon request in accordance with the Americans with Disabilities Act

The Brookings-Harbor School District is an Equal Opportunity Employer, and is proud to maintain an alcohol, tobacco, and drug-free workplace. Satisfactory completion of a pre-employment drug-screening test is required for employment in the District.