



OHIO HI-POINT

Career Center

POSITION VACANCY

Position:	Assistant Technology Coordinator
Reports To:	Director of Technology
Starting Date:	March 2020
Salary Range:	Commensurate with education and experience
Work Week/Year:	Full Time (250 days)
Requirements:	High School Diploma or equivalent. Experience in troubleshooting and repair of computer systems and networks. Ability to lift equipment related to the job. Knowledge of educational software. Must pass a BCI and FBI background check. Must have and maintain a valid driver's license.
Preferred Requirements:	At least two years' experience with computer systems and networks in an educational environment. Ability to be self-motivated and work independently when needed.
Responsibilities:	Assist and give support to Director of Technology and instructional staff to ensure optimum utilization of technology. Perform diagnostics and troubleshooting on PCs and associated hardware; set up and install new hardware as needed; removal of old hardware as needed; install and update software on PCs as per direction of the Director of Technology; provide assistance at remote sites; work at direction of Director of Technology to maintain integrity of PCs and computer network; provide professional development training to staff as needed.
Application Deadline:	Until filled
Apply To:	Dr. Rick Smith, Superintendent Ohio Hi-Point Career Center 2280 St. Rt. 540 Bellefontaine OH 43311 rsmith@ohiohipoint.com