

# ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Mr. Joel Mahaffey



Dawn Cook  
Corporation Treasurer

Arnita Heyerly  
Director of Human Resources

Kelli Fuhrmann  
Secretary to Superintendent

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## Notice of Vacancy

**Date:** January 10, 2023

**Deadline to Apply:** January 23, 2023 or until filled

**Position:** District Technology Assistant

### Essential Functions of the Position:

- ❖ Install, configure, monitor, and maintain technology equipment and helpdesk services for but not limited to: MacBook, Windows PC, iPads and Chromebooks
- ❖ Provide customer focused technical assistance to students/staff; prioritize requests; keep users informed of request status.
- ❖ Maintain appropriate records and documentation related to the district systems, including inventory records.
- ❖ Assist with user training related to the district IT systems and services.
- ❖ Maintain a high level of technical knowledge and skills related to our operating systems, software/applications, networks, workstations/hardware to meet the district's needs.
- ❖ Exhibit regular and timely attendance.
- ❖ Perform other duties as assigned by the Director of Technology and the Assistant Director of Technology



**Inspiring and Empowering Students to Succeed**

## Qualifications:

- ❖ Minimum: High School Diploma
- ❖ Preferred: Associates/Bachelor Degree in an information technology related field or be in the process of pursuing a degree in an IT related field and/or 2+ years' experience in an IT related field
- ❖ Excellent customer service skills
- ❖ Strong communication and organizational skills
- ❖ Related technology certifications desirable
- ❖ Strong analytical and problem solving skills.

**Immediate Supervisor:** Gregg Snyder, Director of Technology

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: [www.accs.k12.in.us](http://www.accs.k12.in.us) and submitting a letter of interest, resume, three (3) current letters of recommendation, and college transcripts (if applicable) to: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](#) or email: [hr@accs.k12.in.us](mailto:hr@accs.k12.in.us)

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