



KEENEYVILLE SCHOOL DISTRICT #20

5540 Arlington Drive E. • Hanover Park, Illinois 60133
 Telephone: 630-894-2250 • FAX: 630-894-5187 • www.esd20.org

Notice of Vacancy October 27, 2016

Job Title: District Technology Assistant

Summary: It is the responsibility of the Technology Assistant to work with the district administration to install new hardware and software at the building level, respond to technology maintenance repair requests and provide basic instruction as needed to staff.

Essential Duties and Responsibilities:

- Install and update software and hardware, repair and maintenance of district technology including laptops, tabletops, printers, switches, Promethean Boards, projectors and other technology devices.
- Maintain hardware quantities at each location; requisition additional copies of licenses and software as needed.
- Provide the following technology maintenance services:
 - Laptop software installation
 - Configuring and maintaining access points
 - Configuring and maintaining switches
 - Troubleshoot printers, monitor and Promethean Board repairs
 - Maintain current network images of client systems for labs, classrooms and networked computers; perform network imaging functions to update and repair systems.
 - Update anti-virus/security software to all computers
 - Order all repair parts and create an inventory of replacement parts for projectors and printers
 - Create technical documentation and videos for FAQ's.
- Other duties and support assigned by the Director of Operations

Supervisory Responsibilities: None

Education, Certification, and Experience:

- College/University coursework and/or degree or similar Technical School education preferred
- Possess strong knowledge of LAN/WAN/WLAN technologies such as Ethernet, VLAN, TCP/IP, DNS, DHCP, VPN, etc.
- Possess strong knowledge of Microsoft Servers and management tools
- Expert knowledge with Windows XP/7/8, Microsoft Office Suite, productivity and educational software, spyware and antivirus software

Skills and abilities:

- Must be able to perform all of the duties and responsibilities of the position
- Ability to communicate effectively and accurately, both orally and in writing, in English
- Ability to establish and maintain effective working relationships with both internal and external constituents
- Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb Ladders	O	Kneel	O	Lift/Carry > 50 lbs.	O	Push/Pull > 50 lbs.	O	Talk	F
Climb Stairs	F	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs	F	See	F	Twist	F
Crawl	O	Lift/Carry 10-25 lbs.	O	Push/Pull 10-25 lbs.	O	Squat	O	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	O	Push/Pull 25-50 lbs.	O	Stoop/Bend	F		

Calendar/Work Schedule: 260 Day Calendar
 Health and Dental Insurance for Single Coverage Board paid 92.5%. Life Insurance Benefit.

Reports to: Director of Technology

Salary: Competitive

Classification: Non-Certified (IMRF Pension)

Work Hours: 7:30 to 4:00

To be considered for this position, please complete an application online at: <http://www.generalasp.com/ndep/onlineapp>