



January 20, 2021

For more information concerning either of these positions please contact Jim Doramus by email at doramusj@jsd243.org or Michelle Hollon at hollonm@jsd243.org

- Job Openings:
 - Immediate:
 - Jr/Sr High School Special Ed Paraprofessional
 - Starts Immediately
 - Full Time
 - No benefits
 - Approximately 8 hours a day when school is in session.
 - Temporary
 - Remainder of school year
 - Pay rate
 - \$9.15 per hour
 - Will have opportunity to apply for a full-time position for the next school year
 - District Technology Coordinator
 - **We are looking for an individual who is a self-starter and with good problem solving and communication skills who is willing to learn and oversee all aspects of our IT hardware and network.**
 - Training starts immediately and goes through the end of June 2021
 - Training pay rate
 - \$12.50 to \$15.00 per hour depending on knowledge, experience, and skill set
 - Will take over as the District Technology Coordinator the First of July, 2021
 - Salaried
 - \$25,000+
 - Depending on knowledge, experience, and skill set
 - Part Time (potential for fulltime by picking up additional duties)
 - Hours per week
 - Varies
 - No Benefits
 - Responsibility

Equipment and Networks

1. Assist in short- and long-range planning of resource requirements
2. Oversee procedures for technology-related budgeting



3. Install, modify, upgrade, and repair all technological devices, both hardware and software, including contacting appropriate service contractor when applicable as well as repairing and replacing defective mechanical or electrical parts
4. Observe and identify current or potential problems within technological systems
5. Repair hardware and software and recommend solutions to technical problems
6. Keep electronic records on equipment, including inventories and maintenance records, system usage, and repair parts
7. Recommend system modifications and necessary user training to extend the life of existing systems
8. Administer the district's networks, plan for network extension, and implement and maintain an operational network
9. Administer the network user population, adding, maintaining, and restricting user accounts as needed, and monitor network usage
10. Administer access to the internet
11. Reduce risk of exposure to offensive material, and monitor and filter access to the internet to appropriate sites
12. Maintain and upgrade users' access to the internet
13. Administer district e-mail accounts
14. Add or upgrade user information as necessary, monitor account usage, and maintain e-mail connection to the internet

Other

1. Identify, write, and manage technology grants (E-Rate)
 2. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and online services
 3. Keep immediate supervisor informed of activities and any issues that may arise
 4. Assume responsibility for his or her continuing professional growth and development by such efforts as attendance at professional meetings, membership in professional organizations, enrollment in advanced courses, and by reading professional journals and other publications
 5. Adhere to The Code of Ethics of the Idaho Teaching Profession adopted by the Professional Standards Commission and the State Board of Education
 6. Seek assistance should emergencies arise
 7. Represent the school district in a positive manner
 8. Know and follow school district policy and chain of command
 9. Perform other duties as assigned
- Qualifications:
 - General knowledge of operating systems, software, hardware, and networks preferred.