

GRANGER School District No. 204

701 E Avenue Granger, WA 98932
(509)854-1515 FAX (509)854-1126

OPENING DATE: October 20, 2009

BOARD OF DIRECTORS
Ron L. Fleming
Paul D. Golob
Ray H. Hull
Don Puyear
Kyle E. Shinn

CLOSING DATE: November 6, 2009 , 4:00 p.m.

SUPERINTENDENT
Timothy J. Dunn

The Granger School District #204 has the following opening:

TECHNOLOGY ASSISTANT

8 hrs/day, 260 days per year (including 11 paid Holidays)

Salary range: \$16.00 to \$18.00/hour- DOE

Benefit Package

DUTIES AND RESPONSIBILITIES:

1. Provides technical expertise in the area of desktop operating systems and software applications (workstation support).
2. Web page creation and maintenance.
3. Assist in maintaining district hardware (including peripherals) and software including assessing, repairing, installing, configuring, networking and cleaning.
4. Assist Technology Coordinator with various duties, including but not limited to inventory, server maintenance, electronic mail, e-rate.
5. Inventory - tag inventoried items, maintain inventory database.
6. Provide support to the Technology Coordinator.
7. Ability to work with staff and students to train desktop operations and applications.
8. Other duties as assigned.

QUALIFICATIONS:

1. Experience with installing and troubleshooting computer hardware, application and operating systems software.
2. High school diploma or G.E.D, two years experience preferred.
3. Web page creation and maintenance experience preferred.
4. Desired characteristics: flexibility, enthusiastic about working in a rural, multi-ethnic school and social situation, willingness to model behavior deemed appropriate to the school district and community, and ability to organize and prioritize, demonstrate and utilize open communication.

APPLICATION PROCESS:

In district applicants must fill out an In-District Application. Candidates must submit a completed application to the personnel office. Candidates selected for interviews will be contacted. Thank you for applying for a position in the Granger School District.

The Granger School District is an Equal Opportunity Employer.

Verification of Identity and United States Work Authorization Must Be Completed Before Employment

Pursuant to RCW 9A.72.085, an inquiry to the Washington State Patrol and/or State and Federal law enforcement agencies will be made. Candidate selected will be employed on a temporary basis subject to completion of the background check.

Disclosure Statement and Background Check: Pursuant to Chapter 486, Washington Laws of 1987, the recommended applicant, if not a current regular employee, will be required to complete a disclosure form indicating whether he or she has been convicted of crimes against persons listed in the law. In addition, a background check, based on fingerprints, will be requested from the Washington State Patrol.

The Granger School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex or handicap. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 18A.640 Officer (509) 854-1515 and/or Section 504 Coordinator (509) 854-3065.

Title IX Officer: Marcy L. Hull

Section 504 Coordinator: Jill Sunwold, Special Education Director