

Job Posting – 06/6/2019

TECHNOLOGY ASSISTANT

The Northeast School Corporation in Sullivan County, Indiana is looking for a technology assistant. The job is for 7 ½ hours per day, 260 days per year. The starting rate of pay is \$14 an hour based on experience and this position offers benefits.

Tasks include but not limited to:

- Maintain and update Web Site
- Coordinate and update online applications such as Renaissance Learning, Fast Forward, NWEA, Follett, MIM, ALEKS, Brainpop etc.
- Prepare equipment for state testing
- Assist Teachers in the use of iOS and OSX devices and applications. Assist with Windows based computer labs.
- Assist Teachers in the use of Google Classroom.
- Assist Teachers in the use of classroom technology equipment such as projectors, Apple TV's etc.
- Manage student data base and coordinate DOE reporting
- Assist Tech Director in other duties

Requirements for the position are:

- Informational Technology Degree or similar preferred, but not required
- Must be able to manage multiple projects.
- Must be able to learn new software applications independently and quickly.
- Must have strong organizational skills.
- Must have strong computer applications background

Interested persons need to submit a letter of interest, application and resume to: Dr. Mark Baker, P.O. Box 493, Hymera, IN 47855 or email bakerm@nesc.k12.in.us Applications can be found on our website at www.nesc.k12.in.us. Applications are being accepted through **June 20, 2019.**