Kansas State School for the Blind

1100 State Ave.

Kansas City, KS 66102

913-305-3015

 www.kssb.net

# \*\*\*\* JOB OPENING ANNOUNCEMENT \*\*\*\*

**POSITION TITLE:** **Education Program Tech**

Unclassified Full Time Benefit Eligible Position)

**SALARY:** Competitive Salary dependent on Education and Experience; Excellent Benefits.

**SCHEDULE:** Monday thru Friday, (7:30 am to 4:30 pm)

**EMPLOYMENT DATE**: Open until filled

**JOB DESCRIPTION:** This position assists in the direction of the Policy, Staff, & Personnel Operations program of the school. This position provides technical support to customer focused programs, workforce or IT needs & ensuring adequate management and operation of Education Technology and related systems.

* Installs, maintain, and repairs technology solutions necessary for delivering a successful educational program including specialized Assistive Technology (AT) and adaptations for disabled students.
* Troubleshoot, diagnose and replace defective components of technology solutions.
* Answer user inquiries regarding routine operation of technology solutions to resolve problems.
* Engage in collaborative projects in the region to improve technology solutions for the agency.
* Maintain records of daily troubleshooting and remedial activities using an agency-wide ticket tracking system.
* Interact with users regularly to identify and mitigate potential problems in any technology solutions early.
* Confer with users and management to establish requirements for new technology solutions or modifications.
* Some lifting of computers or peripherals of 40lbs or more.
* Perform other duties as assigned.

\* Participate in a standby rotation schedule to provide after-hours emergency support. \* This duty is performed outside of the normal work schedule and is not a percentage of the normal work week. Under normal circumstances, the employee is on standby for one full week (7 days) at a time. Frequency of the standby rotation is dependent on the number of qualified staff available.

**MINIMUM REQUIREMENTS:** High School diploma or GED. Any technology related certifications or trainings are beneficial and will be considered. One year of experience in an Information Technology related position is preferred. Education may be substituted for experience at the discretion of the agency.Diverse knowledge of general Information Technology concepts and procedures. Ability to install, configure, maintain, and repair a variety of technology solutions including hardware, software, and peripherals. Previous experience in an educational environment is preferred.

**SPECIAL REQUIREMENTS:** Upon offer of employment, a background check will be conducted via the KS Bureau of Investigation & KS Dept. of Children and Family Services, Backgrounds Plus and the Dru Sjodin National Sexual Offender Registry. Also a Tuberculosis test & Health Certificate must be passed upon offer of employment (cost borne by employee).

**CONTACT**: Tom Burdolski, Human Resources Office, 913/305-3004, E-Mail: tburdolski@kssdb.org; Fax: 913/621-2310

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