NOTICE OF VACANCY

Technical Assistant	
Summary	Are you passionate about making a difference in the lives of the students while immersing yourself in a close-knit community, nestled in the Elk Capital of Michigan. Look no further! Atlanta Community Schools is seeking dedicated educators and staff to join our family in beautiful Northern Michigan.
Why Join the ACS Team	Atlanta Community Schools is a vibrant K-12 school committed to fostering a positive and inclusive learning environment. We provide a dynamic, tech-forward atmosphere where students and faculty are empowered to explore, learn, and grow through technology. We are currently seeking a Technical Assistant Level 1 to join our IT team and help ensure the smooth operation of our school's technology systems.
Qualification Requirements	• **Education:** High school diploma or equivalent required. Some college coursework or a relevant certification in IT or a related field is a plus. • **Experience:** Prior experience with basic hardware/software troubleshooting is preferred, but not required. • **Technical Skills:** Familiarity with Windows and Mac operating systems, common software programs, and network troubleshooting is beneficial. • **Communication Skills:** Strong verbal and written communication skills to interact effectively with students, staff, and vendors. • **Customer Service:** Excellent interpersonal skills with a focus on providing outstanding service and assistance. • **Problem-Solving:** Ability to identify problems and provide effective solutions in a timely manner. • **Attention to Detail**: Able to follow procedures, track tasks, and ensure the accuracy of equipment records. • **Team Player:** Ability to work collaboratively with others in a dynamic, fast-paced school environment.
Essential Duties and Responsibilities	• **Hardware Support:** Assist with the setup, maintenance, and repair of computers, tablets, and other hardware. • **Software Support:** Provide basic troubleshooting and technical support for software issues, including operating systems and educational applications. • **User Assistance:** Offer on-site support to students and faculty with tech-related questions or problems. • **User Provisioning:** Set up new user accounts and manage access for students and faculty. • **Network Assistance:** Help maintain and troubleshoot local area network (LAN) connectivity and wireless network issues. • **Inventory Management:** Assist in tracking technology equipment, including managing inventory and reporting issues. • **Documentation:** Maintain clear and accurate documentation of technical issues and solutions.

	• **Training Support:** Assist with basic tech training for staff and students on common systems and tools used in the classroom. • **Other Duties:** Perform other related tasks as assigned by the Technology Coordinator.
Availability	• 2025-2026 School Year
Application Deadline	• Until Filled
Method of Application	Interested candidates should submit a resume and a brief cover letter outlining their qualifications and interest in the position to Jodi Reeves at jreeves@atlantaschools.us Applications can be found at atlantaschools.us We look forward to receiving your application and hope you will be part of our dynamic, tech-savvy community!
Notice of Nondiscrimination	Atlanta Community Schools does not discriminate on the basis of race, color, national origin, sex, age, religion, height, weight, marital status or disability in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Susan Grulke, Atlanta Community Schools, 10500 County road 489, Atlanta, MI 49709