



Atlanta Community Schools
10500 County Road 489
Atlanta, MI 49709
989-785-4877

NOTICE OF VACANCY

Internal/External Posting

IT Tech Specialist

Summary	<p>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.</p>
Why Join the ACS Team	<p>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.</p>
Qualification Requirements	<ul style="list-style-type: none"> • Education: High school diploma or equivalent required. Some college coursework or a relevant certification in IT or a related field is a plus. • Experience: At least one year of experience in an IT support or help desk environment is typically required. Experience in an educational setting is a plus. • Technical Skills: Strong knowledge of current operating systems (Windows, Chrome OS, iOS, Mac OS) and common software (Microsoft Office, Google Workspace for Education, student information systems). • 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. • Organizational Skills: Strong time management and organizational skills to prioritize and manage multiple tasks and work orders efficiently. • Vendor Management: Able to manage service level agreements with third party vendors. • Team Player: Ability to work collaboratively with others in a dynamic, fast-paced school environment. • Physical Demands: Ability to lift and move computer equipment (typically up to 40-65 lbs). • Other: A valid driver's license with a clean driving record and the successful completion of a criminal background check are standard requirements for public school positions.
Essential Duties and Responsibilities	<ul style="list-style-type: none"> • Hardware Support: Setup, maintenance, and repair of computers, tablets, and other hardware. Also maintain COTS such as bell systems, phone system, PA system, camera systems, etc. • Software Support: Provide basic troubleshooting and technical support for software issues, including operating systems and educational applications. • User Assistance: Providing direct technical assistance to students and staff, resolving customer-reported incidents, and maintaining problem-tracking systems to document issues and solutions.

	<ul style="list-style-type: none"> ● User Provisioning: Set up new user accounts and manage access for students and faculty. ● Network Assistance: Performing tasks related to local area network (LAN) and wide area network (WAN) administration, including monitoring performance, implementing standard configurations, and coordinating corrective actions to optimize network functionality. ● Preventative Maintenance & Inventory: Perform routine preventative maintenance, maintain an accurate inventory of all technology assets, and coordinate equipment repairs with vendors as needed. ● Account Management: Assist with user account administration for various systems, including creating new network and email accounts and resetting passwords. ● Installation & Configuration: Install, configure, test, and deploy new hardware and software in accordance with district standards. ● 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	<ul style="list-style-type: none"> ● 2025-2026 School Year ● Post until filled
Compensation	<ul style="list-style-type: none"> ● Based on experience ● Insurance ● Retirement benefits
Method of Application	<p>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</p> <p>Applications can be found at atlantaschools.us</p> <p>We look forward to receiving your application and hope you will be part of our dynamic, tech-savvy community!</p>
Notice of Nondiscrimination	<p>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</p>