

Miller Township District 210  
Milton Pope Grade School  
NOTICE OF EMPLOYMENT OPPORTUNITY

April 26, 2017

**Job Category:** Technology Coordinator  
**Start Date:** July 1, 2017  
**Salary and benefits:** As per the teacher salary schedule and contract  
**Type:** Full Time  
**Grade Level:** Kindergarten- 8<sup>th</sup>  
**Job Certifications:** High School Diploma/College Degree Desired  
**Duties:** Technology Coordinator and Maintenance

**Job Description:**

1. System administration- create and maintain user accounts and records, maintain school website, maintain vendor contacts, place and track equipment order, and document tech activities.
2. Desktop support- assist teachers and staff with immediate problems that arise during school day. Answer questions, perform diagnostics, and document issues.
3. Lab monitor- assist students and teachers in computer lab with immediate problems. Monitor students for appropriate activity and discipline as needed. Act as proctor and assist with administration in all on-line testing (PARCC and MAP testing).
4. Technology integration- assist teachers in effectively utilizing technology in the curriculum, respond to teacher requests for tech-related curriculum development.

**How to Apply:**

Those interested in this position should send a letter of interest, resume, copy of transcripts, and certificate by **Friday, May 12, 2017** to: Mr. Mark Giertz, Principal at Milton Pope Grade School, 3197 E. 28<sup>th</sup> Rd. Marseilles, IL 61341