

Date Posted: May 8, 2018

## ***An Equal Opportunity Employer***

*We consider applicants for all positions without regard to race, color, national origin, age, religion, sex, marital status, veteran or military status, disability, or any other legally protected status.*

**Position Title:** Technology Specialist

**Location:** Carthage Technology Department

**Salary Range:** CISD Salary Schedule

**Job Goal:** Respond to work orders and provide technical support in the use of hardware and software district-wide. Provide training on technology issues including use of computer hardware and software applications. Work may include some nights and weekends due to district event setups. Be willing to be cooperative and helpful in any technology capacity with technology staff as well as district or campus staff.

**Education/Certification:** Bachelor's degree preferred

**Special Knowledge/Skills:** Highly motivated individual with PC and Mac knowledge as well as Google Apps for Education. Strong organizational, communication, and interpersonal skills a must. Knowledge of desktop publishing software or other specialty software. Any technology certifications a plus.

**Training/Professional Development:** Be willing to learn new technology skills associated with hardware/software or any other technology requirement for the district. Continuous training/professional development a must whether self-directed or required by the Technology Director.

**Reports to:** Director of Technology

### **Application Procedures**

District Employees: Submit a letter requesting transfer/reassignment.

Outside Applicants: Send cover letter, district application, resume, transcripts, and copy of credentials to:

Donna Porter, Ed.D., Assistant Superintendent #1 Bulldog Drive Carthage, Texas 75633.

Phone: (903) 693-3806 Fax: (903) 693-2511 E-mail: [dporter@carthageisd.org](mailto:dporter@carthageisd.org)

**Application Deadline: Open until filled**