

VACANCY NOTICE

POSITION: IT DEPARTMENT TECHNOLOGY ASSISTANT
PERMANENT POSITION

REQUIREMENTS:

Associate's Degree in Information Technology, Computer Science, Tech certificate OR Equivalent experience in technical support

SALARY: \$41,600

BEGIN DATE: 2026 - 2027

APPLICATION DEADLINE:

May 29th, 2026 or until filled by the Board of Education.

POSITION SUMMARY:

Supports the daily operation of technology in a K–12 environment. Provides first-level technical support to students, teachers, and staff. Assists with device deployment, troubleshooting, and inventory management. Works under the direction of the IT Director.

RESPONSIBILITIES INCLUDE:

- Provide first-level technical support for staff and students
- Troubleshoot Chromebooks, laptops, iPad's, desktops, printers, and phones
- Deploy, maintain, and repair district-issued devices
- Assist with device collection, inventory, and organization
- Support basic network connectivity issues (Wi-Fi, printing, device access)
- Maintain accurate records within the work order system
- Follow district technology policies and security procedures
- Identify and report technical or security concerns
- Assist with physical setup of equipment and workspace organization

NOTE:

This position supports routine technical operations only.

SEND APPLICATION, COVER LETTER, AND RESUME TO:

DEBBIE WILLIAMS, HUMAN RESOURCES Email: williamsd@scschools.org

Or Mail to:

Debbie Williams
Susquehanna Community School District
3192 Turnpike St.
Susquehanna, PA 18847
(570) 853-4921

EQUAL OPPORTUNITY EMPLOYER