

ADAMS CENTRAL COMMUNITY SCHOOLS

222 West Washington Street, Monroe, IN 46772 • Phone: 260-692-6193

OFFICE OF THE SUPERINTENDENT

Joel D. Mahaffey

Dawn Cook, Corporation Treasurer
Annette Schwartz, Deputy Treasurer



Arnita Heyerly, Director of Human Resources
Shar Byerly, Secretary to the Superintendent

Notice of Vacancy

Date: November 2, 2023

Deadline to Apply: November 17, 2023 or until filled

Position: Assistant Technology Director

Starting Date: December 4, 2023 or when available

Overview:

The Technology Department is seeking an experienced team member to join our staff to provide technology support and innovation for our K-12 learning environments. This position will assist the Director of Technology in all areas pertaining to the districts IT systems current and future goals. Our goals include: maintaining a stable, functioning and cutting edge technology environment for our staff and students and to challenge and help facilitate the development of our students as life-long technology learners.

IT Qualifications/Skills preferred/Systems Used

- Excellent customer service skills with IT helpdesk experience preferred.
- Desktop & Server OS environments (macOS, Windows, Linux, iPadOS)
- Bare-Metal Hypervisor (XCP-ng)
- Google Workspace for Education
- Network administration and security skills
- Mobile Device Management (FileWave)

Position Duties/Essential Functions:

- Regularly communicate with the Director of Technology
- Provide ongoing assistance with technical expertise until task is completed or resolved.
- Direct the repair (including problem troubleshooting and diagnosis) and maintenance of all computer systems and peripheral components in place within the district.



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- Purchasing, set-up and installation of all computer systems and peripheral components. Procedures include: equipment research, bare metal installs, disk imaging & inventory and fixed asset tracking.
- Assist the district staff with the integration of technology into the classroom curriculum.
- Evaluate, recommend, and implement enterprise-level systems, applications, and software tools.
- 1-to-1 iPads, Mac, and PC deployment through a mobile device manager

Immediate Supervisor: Mr. Gregg Snyder, IT Director

Those interested in applying for this position may do so by obtaining an application through the Adams Central Community Schools website: www.accs.k12.in.us and submitting the completed application, a letter of interest, resume, and three (3) current letters of recommendation: [Adams Central Community Schools, Attn: Director of Human Resources, 222 West Washington Street, Monroe, IN 46772](#) or email: hr@accs.k12.in.us.

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