



KENAI PENINSULA

Graduation Really Achieves Dreams

JOB TITLE: Technology Support Specialist

SALARY: Contractual/\$35 per hour, based on need

REPORTS TO: PGKP Executive Director

LOCATION: Homer, Alaska

JOB DESCRIPTION: Requirements for this position include a combination of education and experience to provide technical assistance to Project GRAD Kenai Peninsula (PGKP) staff members. Assist with the integration and use of new technology for distance and remote learning, flexible delivery of coaching and counseling services, and professional development. Responsible for working with staff and teachers to set up new technological equipment needed to connect with students. Assist with technology logistics, set up access to remotely delivered lessons and activities and provide technical assistance for smooth integration and use of zSpace, Viewboards, iPads, apps, hardware and software as well as track inventory of equipment. Ability to interact with KPBSD Information services to integrate PGKP systems. Knowledge of website upkeep and design a plus. Effective communication is a must.

QUALIFICATIONS

- **Equipment Maintenance** Perform routine maintenance on PGKP equipment and determine when and what kind of maintenance is needed.
- **Equipment Selection** Determine the kind of tools and equipment needed to do a job.
- **Installation** Install PGKP equipment, machines, wiring, or programs to meet specifications.
- **Operations Analysis** Analyze needs and product requirements.
- **Quality Control Analysis** Conduct tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repair** PGKP machines or systems using the needed tools.
- **Technology Design** Generate or adapt equipment and technology to serve user needs.
- **Troubleshooting** Determine causes of operating errors and deciding what to do about it.

Starting salary depends on experience. Requires travel, some evening and community based scheduling. Position ends on May 31st of each year. Hiring agreement may be renewed August 1st while grant funding allows.

Application Process:

Submit resume, three professional references, and cover letter describing related work experience and qualifications for the position. Position is open until filled.

Applications accepted via mail to PO Box 1725, Homer, AK 99603, or email to: JBeck@kpbsd.k12.ak.us or CNovak@kpbsd.k12.ak.us