*School District #4227*

 *An Equal Opportunity Employer*



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School Administration

Kevin Fitton

*Executive Director*

Lisa Brady

*Elementary Principal*

Jon Moberg

*Middle School Principal*

Therese Zadnik-Klecker

*Director of Operations*

Art and Science Academy is looking for a .5 FTE Tech Support/.5 FTE Special Education Paraprofessional for immediate start.

This position has a variety of roles within the district including but not limited to:

* Part time special education paraprofessional assisting teachers with students who need additional support.
	+ Tracking service minutes.
	+ Following Individual Education Plans to provide support services in a range of academic and behavioral contexts.
* Part time technical support, providing assistance to staff on a range of technical issues between the elementary and middle school buildings.
	+ Some afterhours/weekend/summer hours are available based upon need.
	+ Working to troubleshoot a range of common technology problems with Laptops, Projectors, SMART Boards, etc.
	+ Getting new equipment prepped for school use – serials, licenses, user accounts, etc.
	+ Other technical duties as needed for an appropriate position.

**Requirements:**

Tech:

At least +1 year of tech support experience, preferably in a school environment or equivalent certifications (A+, MTA, MCSE, etc)

Experience with Apple, Chrome, and IBM-PC hardware/software and able to troubleshoot common issues.

              Experience with projectors/SMART boards and able to troubleshoot common issues.

              Experience with laser printers and able to troubleshoot common issues.

Para:

Minimum of an AA, 2 years college, or successful passing of the ParaPro exam.

Able to pass background check, US citizen or legal resident, and capable of discretion/confidentiality.

A willingness to learn multiple systems, self-starter, energetic, and looking for an active environment.

An interest in working in a charter school environment with an arts/science focus.

**Preferred Requirements:**

Specific experience (+3 years) repairing Apple/Chrome hardware/software highly preferred.

This is a full time 10 month position with benefits.  Possible summer hours for tech support as well.  Position will remain open until filled.

Interested parties, please send a resume, letter, and recommendations to:

Kevin Fitton, Executive Director

Kevin.fitton@artandscienceacademy.k12.mn.us

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 Phone 763-444-0039

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