

Newaygo Public Schools is hiring for an **IT Support Technician** to work in the Technology Department. This position is responsible for assisting the district technology director with hardware, software, mobile devices and technology work order requests. This position reports directly to the Technology Director.

QUALIFICATIONS

- Experience in basic computer troubleshooting and repair
- Experience supporting mobile devices (ChromeOS and iOS)
- Minimum of a high school diploma or equivalent, *College degree or higher education in a related field is preferred*
- Industry standard IT certifications (CompTIA A+, Net+, Sec+, Google IT Pro, etc.) are a plus
- Willingness to learn about new technology and adapt to its use
- Ability to relate positively with staff and students
- Valid Michigan driver's license and good driving record

RESPONSIBILITIES

- Diagnose hardware and software problems and replace defective components
- Prioritize customer service
- Assist staff with basic classroom audio/visual systems
- Prioritize, track and report technology work orders/tickets
- Communicate clearly and completely with school staff regarding status of service requests
- Assist staff with full utilization of standard software package features
- Perform preventative maintenance and install upgrades on district owned technology and systems
- Other duties as assigned by the Technology Director

SALARY AND BENEFITS

- Full time/Full year position with comprehensive benefit package
- Salary range \$40,000-45,000 depending on education and credentials

NPS CORE VALUES

Excellence, Integrity, Respect, Responsibility, Safety and Compassion

DATE POSTED: September 24, 2026

POSTING CLOSE DATE: Posted until filled

APPLICATION PROCEDURE

Send a letter of interest and resume to:

Walter Aslakson, Technology Director

Newaygo Public Schools

waslakson@newaygo.net

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