NOTICE OF OPEN POSITION
Tuscola Intermediate School District Announces:

Date of Posting: March 19, 2020
*Deadline for Application: April 8, 2020

POSITION: Information Systems Assistant

IMMEDIATE SUPERVISOR: Robert Frost, IS Coordinator

WORKING YEAR: 186 days (with additional days available in the summer)

MINIMUM QUALIFICATIONS:
- Associates degree in data processing preferred or minimum of two years work experience in Information Technology and demonstrated knowledge of hardware and software at Tuscola ISD.
- Experience with Microsoft Windows Server Management and Troubleshooting
- Experience with Group Policy Objects
- Experience with Microsoft SCCM
- Experience with wired and wireless networking including cabling, switches and enterprise wireless configuration and troubleshooting
- Experience with troubleshooting Mac and PC hardware and software

SALARY, BENEFITS, WORKING CONDITIONS: Per TIEA Master Agreement - 85% TIEA – BA Base

STARTING DATE: Immediately

APPLICATION PROCEDURE: Please forward your letter of application, resume, transcripts and completed teacher application (Obtain from www.tuscolaisd.org) to:

Amanda Astley, HR
Tuscola Intermediate School District
1385 Cleaver Rd., Caro, MI 48723
aastley@tuscolaisd.org

*Applicants with credentials on file at the Tuscola Intermediate School District need only to submit a letter of application and a current resume.

*FOR BARGAINING UNIT MEMBERS, NOTICE SHALL BE POSTED ON THE BULLETIN BOARDS IN EACH BUILDING FOR NO LESS THAN TEN (10) DAYS.

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990, it is the policy of the Tuscola Intermediate School District that no person shall, on the basis of religion, race, color, national origin, sex, disability, age, marital status, height, weight, arrest record, and familial status be excluded from participation in, be denied the benefits of, or be subjected to discrimination during any program or activity or employment. Inquiries regarding this policy should be directed to the Tuscola ISD Superintendent, 1385 Cleaver Road, Caro, Michigan 48723, (989) 673-2144.