

October 7, 2025

PLEASE POST!

Notice of Position Vacancy: 2025-2026 School Year

COMPUTER TECHNICIAN

52 WEEK POSITION

External and Internal Applicants must complete an online application. The online application can be accessed from the Hamtramck Public Schools website at <https://www.hamtramckschools.org/>

Application Deadline: Until Filled

District Benefits

- 27½ days of paid holidays/time off
- One hour lunch daily
- 5 vacation days after first year
- 3 Personal Days
- Paid snow days if they occur
- Health Benefits
- State of Michigan Retirement plan

Qualifications and responsibilities of this position may be found on the attached sheet.

- AN EQUAL OPPORTUNITY EMPLOYER -

It is the policy of Hamtramck Public Schools that no person shall on the basis of sex, race, color, religion, age, national origin or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination, in employment in any of its programs or activities. Inquiries related to nondiscrimination should be related to the Title IX Coordinators; Director of Human Resources, Hamtramck Public Schools 3201 Roosevelt, Hamtramck MI 48212 Phone 313-892-5170 or Director of State and Federal Funding 9300 Conant, Hamtramck, MI 48212 Phone 313-892-6895. Nondiscrimination inquiries related to disability should be directed to Section 504 Coordinator, Director of Student Services, 9300 Conant, Hamtramck, MI 48212 Phone 313-892-2037.

James Larson-Shidler
Interim Superintendent of Schools
/jw (attachment)

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REPORTS TO: Technology Director and Technology Coordinator

REQUIRED QUALIFICATIONS:

- Minimum 3 years of experience in technology as technical support, technician, operator, or programmer.
- Experience in administering and supporting student information system and/or a comparable business information system.
- High School Diploma and industry work experience in networking and/or Microsoft product sets (e.g., iPads, Macintosh, Windows 10, Chromebooks, and Google Applications).
- Demonstrated knowledge of current technological and/or educational practices, including system-wide network(s), email system(s), storage, anti-virus policies and implementation, recovery system(s), backup operations, and applications for both administrative and pedagogical purposes.
- Ability and proven past work ethics in working long hours.
- A strong proven commitment to customer satisfaction, customer-service driven.
- Will require physical strength in lifting, bending, walking over uneven surfaces, and carrying heavy objects up to 75lbs, as well as repetitive carrying/physical work.
- Ability to climb stairs and ladders.
- The ability to travel within the district, from building to building, to provide on-site work as needed is required to ensure that the technology needs of students, staff, and families are met.

PREFERRED QUALIFICATIONS:

- Associate degree or higher in related fields and industry certifications in networking and/or Microsoft, Apple, and Google product sets (e.g., Windows, Chrome, MAC OS, and IOS) or knowledge of the latest developments.
- Experience with HTML, CSS, and content management systems.
- Demonstrated ability in implementation of new initiatives and support of existing projects.
- Demonstrated experience and success in assisting users in a help desk environment.
- Experience in troubleshooting, repair, and maintenance of computers and peripherals in both hardware and software.
- Experience and understanding of LAN, WAN, and networking concepts, specifically Active Directory, Windows, and Chromebook environments.
- Ability to work well with all educational constituencies: students, teachers, staff, administrators, and families.
- Demonstrated desire for continuous self-learning, constant improvement, research, and training.
- Excellent record keeping and time management/organizational skills.
- Experience and knowledge of web-based applications, such as service requests, accounting, payroll, educational software, and student and personnel databases.
- Demonstrated knowledge and experience of system integration: voice, video, and data.
- Livestreaming, YouTube, and AV experience.

RESPONSIBILITIES:

- Primary contact for technical support in assigned locations and provide on-site work as required.
- Primary contact for technical support for student information system inquiries.
- Respond to service requests by resolving problems, increasing customer satisfaction, and decreasing response time. Requires on-site work throughout the district.

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- Troubleshoot district hardware and software, maintain logs, and provide follow-up. Troubleshoot, repair and, if needed, contact appropriate vendors to arrange for necessary repair, parts, and technical support and/or direction for district-wide technology requests.
- Perform general maintenance and upgrades of district technology equipment.
- Set up and break down technology equipment for meetings held throughout the district.
- Assist in the installation and inventory of district technology equipment.
- Assist in the installation, configuration, and inventory of District software and hardware.
- Assist in maintaining the district technology plan in compliance with the Michigan Department of Education guidelines.
- Assist in the maintenance of network and email accounts.
- Set up network, configure, and install the software on computers for centralized copiers.
- Maintain the Active Directory which includes creating and changing user/computer accounts, etc. as changes occur.
- Update, troubleshoot, and repair VoIP as needed.
- Troubleshoot problems with switches, ports, servers, UPS, etc.
- Maintain, monitor, and repair wireless communication.
- Troubleshoot and track fiber lines that are not transmitting and contact the appropriate service company for repair when necessary.
- Transport equipment and supplies for the purpose of providing materials needed at buildings and/or bringing back equipment for repair and/or storage.
- Maintain confidentiality regarding information of a sensitive nature.
- Act as a liaison between department and employees, students, and families in the district.
- Provide technical support for School Board meetings and district events (livestreaming, sound, etc.).
- Occasional evening availability required to support district events.
- 40 hours per week with possibility for overtime pay.
- Other duties as assigned by the Director of Technology and Technology Coordinator.

The above listing of job responsibilities is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities and requirements of a person so classified. Other functions may be assigned, and management retains the right to add or change duties at any time.

SALARY: Computer Technician Classification, AFSCME, Local #257 Contract Computer Technician, starting at \$20.07 per hour.

OTHER: This description is intended to describe the essential job functions, the general supplemental functions, and the essential requirements for the performance of this job. It is not an exhaustive list of all duties, responsibilities, and requirements of a person so classified. Other functions may be assigned and management retains the right to add or change the duties at any time.

Upon recommendation for employment, Section 1230g, as amended, of the Revised School Code requires all school employees to be electronically finger printed for the purpose of undergoing a criminal history background check. The fingerprinting is conducted by a third party and is at the expense of the applicant.