

KENAI PENINSULA BOROUGH SCHOOL DISTRICT

Soldotna, Alaska

NOTICE OF VACANCY

February 18, 2026

2025-26

Job Title:	Microcomputer Technician II	Salary:	\$27.92/hr – Negotiations in Progress
Reports To:	Director, Information Services	Range:	13
Location:	Information Services Department, Central Peninsula Schools Kenai Peninsula, Alaska	Hrs/Day:	8 hrs/day
		# Days:	259

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**JOB PURPOSE:** Facilitating seamless technology integration within the school district, this role is dedicated to providing comprehensive support to staff, students, and education partners in various facets of microcomputer software, hardware, networking, and maintenance. Additionally, it involves ensuring the optimal functionality of interactive whiteboards and other essential classroom technologies.

**JOB QUALIFICATIONS:** Must possess a minimum of two years of formal training or hands-on experience in administering networked microcomputer systems, with an in-depth understanding of Dell PCs and computer networking, including troubleshooting and repair. Proficiency in the current Windows operating system is essential. A CompTIA A+ Certification or a minimum of three years of proven experience in a similar role is required. Strong diagnostic abilities in hardware and network systems are imperative. Moreover, proficiency in data communications, familiarity with Ethernet wiring, TCP/IP, and Microsoft Windows networking are prerequisites. A valid driver's license and reliable transportation are necessary, alongside excellent communication and interpersonal skills. This position may entail on-call or after-hours work, necessitating the possession of a cell phone with a data plan. Physical capabilities include the ability to lift up to 75 pounds and proficiency in using ladders and power tools.

**Duties, Responsibilities, and Accountabilities:** Serving as the primary field technician for schools as needed, this role involves promptly addressing user requests related to network operation, maintenance, and the utilization of various technologies, including microcomputers, tablets, Smart Boards, printers, IP phones, and peripherals. Utilization of work ticket software for tracking and prioritizing support requests is mandatory. Computer repairs, whether on-site or in a centralized repair facility, are part of the responsibilities, along with remote diagnostic procedures using provided software. Installation of physical wiring and the execution of corrective actions to restore normal operations are key tasks. Providing software assistance, creating user documentation, and staying updated on industry trends and technologies are integral components. Summer tasks may include installing and relocating computers, wiring, and engaging in special projects alongside Information Services staff and temporary summer help.

Frequent travel to various peninsula locations, potentially being based at a school site with regular day travel. Summer travel may involve overnight stays throughout the workweek, with potential supervision and training responsibilities for temporary workers. Additionally, will perform other duties as assigned, reporting to the Director of Information Services or an assigned supervisor.

**Language Skills:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

**Mathematical Skill:** Ability to add, subtract, multiply, and divide into all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with various concrete variables in situations with limited standardization. Ability to interpret multiple instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop and maintain effective working relationships with other district employees, parents/guardians, and community members. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with an awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is frequently required to stand and talk or hear and sometimes walk and sit. While performing the duties of this job, the employee may occasionally push or lift to 75 lbs. Specific vision abilities this job requires include close vision, such as reading handwritten or typed material and adjusting focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. This job requires individuals to react quickly in an emergency.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but they should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in different functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification but to reflect the primary job elements accurately. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this classification.

TO APPLY: Must have a complete application on file.

PLEASE CONTACT: Kenai Peninsula Borough School District  
Human Resources  
148 North Binkley  
Soldotna, AK 99669

LAST DAY TO APPLY: Until Filled

*\*WE ARE AN EQUAL OPPORTUNITY EMPLOYER\**