

KENAI PENINSULA BOROUGH SCHOOL DISTRICT  
Soldotna, Alaska

NOTICE OF VACANCY  
April 29, 2026

Summer 2026	Temporary		
Position:	Summer Computer Technician (up to 4 positions)	Salary:	\$18.00/hr
Reports To:	Director, Information Services, or supervisor	Hrs/Day:	8 hrs/day
Location:	District Office Soldotna, Alaska	# of Days:	Temporary – As needed Summer 2026

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**JOB PURPOSE:** Move and install computer systems in schools. Installation of network wiring.

**JOB QUALIFICATIONS:** Experience in administering microcomputer systems and/or strong demonstrated working knowledge of PCs and computer networking including maintenance and repair of computers. Previous KPBSD or similar technology installation experience is highly preferred. Windows 10 operating system knowledge and hardware diagnostic skills are helpful. Familiarity with PC file structure and file extensions required. Requires basic understanding of data communications and network functioning. Must be able to grasp new concepts and adapt quickly. Assist staff with software installation. Must be at least 16 years old. Requires good communication and interpersonal skills and an ability to perform without close supervision.

**DUTIES, RESPONSIBILITIES AND ACCOUNTABILITIES:** Loading and unloading trucks of computers and monitors. Setting up computers, monitors, laptops, tablets, etc. in schools. Search computers for files to migrate. Image computers. Load software on computers. Test computer functionality. May require some assembly/disassembly of computer components. Repair computers as required. Prepare old computers for sale or disposal. Will be doing some network wiring. Requires frequent Monday-Friday out of town travel on the peninsula. Per Diem provided for meals for travel outside central peninsula. Will sleep in schools when traveling.

Generally, 8:00 am to 5:00 pm workdays starting around May 26, 2026 and ending around August 18, 2026. Start and end dates are approximate. Work generally starts after Central Peninsula schools dismiss for the summer, and winds down the first two weeks of August.

Will be required to install large quantities of computers. Ability to lift 75 pounds required. Lots of lifting and loading/unloading of trucks. Use of ladders and power tools is required. Must be at least 16 years old. Performs other duties as assigned. Reports to Director, 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 in 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 apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Other Skills and Abilities: Demonstrated ability to operate computers and related software. Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Physical Demands: While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus. Requires the ability to lift 75 pounds.

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 should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload.

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