EMPOWERING LEARNERS. BUILDING COMMUNITY. INSPIRING FUTURES.

November 25, 2026 **Internal/External Posting**

Technology Specialist
Lakeville Elementary, Leonard Elementary, Transportation Department
2026-27 School Year

Primary Function: To install, modify and make minor repairs to technology equipment and software systems and provide technical assistance and training to system users. To install, configure and troubleshoot technological equipment by performing the duties listed below.

Qualifications – Education & Experience

1. Associates degree or equivalent preferred, minimum high school diploma.
2. Experience in technology.
3. Ability to effectively relate with students, staff, and parents.
4. Successful completion of proficiency test as determined by District.
5. Advanced education in technology preferred.
6. At least three (3) years technology experience preferred.
7. Must exhibit a pleasant personality and positive attitude toward working with students, administration, staff, and community members.
8. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

Essential Duties & Responsibilities

1. Inspect technology equipment, when necessary.
2. Load specified software packages, such as operating systems, word processing or spreadsheet programs.
3. Enter commands and observe system functions to verify correct system operation. Instruct user in use of equipment, software, and manuals.
4. Answer inquiries in person and via telephone concerning systems operation. Diagnose system hardware, software, and operator problems. Recommend or perform minor remedial actions to correct problems based on knowledge of system operation. Perform preventative maintenance on hardware.
5. Replace defective or inadequate hardware/software components.
6. Repair minor hardware problems and refer major hardware problems to service personnel for correction.
7. Attend technical conferences and seminars to keep abreast of new software and hardware product developments.
8. Perform troubleshooting on network, computers, printers, TVs, VCR/DVDs, visual presenters, sound systems, scanners, etc. to isolate and diagnose problems.
9. Upgrade network hardware and software components as required.
10. Install, upgrade, and configure network printing, directory structures, rights, security, and software on file servers.
11. Provide users with network technical support.
12. Respond to the needs and questions of users concerning their access to resources on the network.
13. Establish network users, user environment, directories and security for networks being installed.
14. Provide users (students and staff) with appropriate technical training.

The District does not discriminate on the basis of race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, height, weight, familial status, marital status, military service, veteran status, genetic information, disability, or any other legally protected basis, and prohibits unlawful discrimination, including harassment and retaliation, in any education program or activity that it operates, including in admission and employment. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Assistant Superintendent of Human Resources, 775 W. Drahner Rd., Oxford, MI 48371, (248) 969-5004.

15. Contact vendors for technical support and parts both electronically and via telephone.
16. Perform inventory functions on identified hardware and software licensing and maintain inventory for equipment.
17. Ability to work at district board meetings twice per month (evenings from 6:00 to 9:30 PM).
18. Maintain regular and predictable in-person attendance.
19. Support the Oxford Community Schools mission and vision.
20. Other duties as assigned.

OESPA 2026-27 Base Hourly Rate: $19.57

To Begin: January 2027

OESPA members*: Candidates will be required to apply online. Assignments will be determined based on best meeting the needs of the building/students factored in with skills, experience, and seniority.* ***Internal applications must be received no later than 4:00 PM on Friday, December 4.***

All applicants should apply online via the Oakland Human Resources Consortium:
Create an Application/Log-in here

Internal Application Deadline: Friday, December 4 @ 4:00 PM
External Application Deadline: Until Filled

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