

HUGHES SPRINGS INDEPENDENT SCHOOL DISTRICT

871 Taylor Street | Hughes Springs, Texas 75656 | 903-639-3800

VACANCY ANNOUNCEMENT

DATE: February 13, 2024

POSITION TITLE:	Jr. IT Technician
LOCATION:	District-wide
LENGTH OF WORK YEAR	241 Days 8 Hour Days
SALARY/BENEFITS:	\$11.91-\$17.13 an hour depending on experience and qualifications \$25,000 life insurance policy Free Telehealth for employee & dependents \$300 monthly towards insurance (if you take school insurance) 5 state leave days yearly, 4 local leave days yearly
POSITION REQUIREMENTS:	High School Diploma or equivalent Self-starter, good work ethic, highly motivated, quick learner Working knowledge of basic hand tools Knowledge of Windows Client operating system Knowledge of Office 365 Applications Knowledge of computer hardware preferred Knowledge installing and updating applications preferred Experience installing low voltage cabling preferred
MINIMUM EXPERIENCE	None
ILLUSTRATIVE DUTIES:	Assist with department operations to include but not limited to delivering and retrieving resources throughout the district, asset and inventory management, unboxing and setting up devices. Assist technical work to include but not limited to installing and maintaining end-user devices, network equipment, low voltage wiring, and software applications throughout the district. Monitor help desk request, triage, and respond accordingly. Additional duties per Director of Technology
APPLICATION PROCEDURES:	CONTACT: Douglas Stewart, Director of Technology Office: 903-639-3936 Email: StewartD@hsisd.net
APPLICATION DEADLINE:	Until position filled

House Bill 1130, 77th Legislature, May 2001

School district employees who desire certification as a teacher and meet eligibility requirements may receive financial assistance at public colleges and universities in Texas. Additional information is available from Human Resources at 903-639-3805.

An Equal Opportunity Employer