



Moraga School District

1540 School Street
Moraga, CA 94556
Julie C. Parks Ed. D., Superintendent

CLASSIFIED EMPLOYMENT OPPORTUNITY

Posted: September 5, 2025

Date Due: Until filled

**POSITION: Information Technology Support Technician (1.0 FTE) – Immediate Opportunity
Full Time Rate of pay \$4,957.33 - \$6,077.07 per month (DOE);
Employer contributions to Health, Dental & Vision benefits
12 Month Position**

Definition:

Under the direction of the Director of Technology, and/or IT Network Manager, deploy, service, repair, maintain and troubleshoot district student and staff computers, software, printers and peripheral equipment, and assist in maintaining network hardware and software; install and upgrade software as necessary; and perform related work as required.

Representative duties:

- Provide IT support on site or remotely.
- Troubleshoot, maintain and repair hardware (desktops, mobile devices and peripherals).
- Troubleshoot, install, and upgrade software.
- Utilizing Help Desk system, maintain, fulfill and document prioritized support requests.
- Adhere to policy and procedures.
- Create and revise knowledge base documentation.
- Set-up and deploy new computers utilizing automated deployments.
- Attend trainings as required.
- Maintain a hardware and software inventory as assigned.
- Perform related duties as assigned.

Ability to:

- Troubleshoot hardware and software.
- Implement new software and services while advancing technical knowledge.
- Train faculty on use of software and hardware in both office and classroom situations.
- Work with vendors and vendor support in ordering and supporting district hardware and software.
- Prioritize and schedule support requests effectively.
- Meet schedules and timelines.
- Plan and organize work, including larger projects.
- Work independently and multi-task.
- Establish and maintain cooperative and effective work relationships.

Knowledge of:

- Procedures to install, repair, and upgrade district software programs.
- In-depth knowledge of common and current district operating systems.

- Automated deployment, group policy and network infrastructure.
- Local area networks and web based applications.
- Safe work practices related to tools, equipment, and electricity

Skills

- Effective oral and written communication.
- Correct English usage, spelling, grammar and punctuation.
- Operate and properly care for hand and power tools

Education:

- Any combination equivalent to: two years of college level coursework in computer science, information systems or related field.
- Preference will be given to those with relevant professional experience and or college courses in computer science and or related fields.
- AA Degree or vocational degree is highly desirable.

Experience:

- Recent experience in information technology support and service.
- Two years of experience in network maintenance, installation and repair.

Physical Requirements: Requires mobility of arms to reach and dexterity of hands to grasp and manipulate small objects (keyboards, telephone, common office machines); requires vision (which may be corrected) to read small print; requires the mobility to stand, walk, stoop, reach, crouch, crawl, kneel, and bend; requires lifting, pushing and or pulling equipment, supplies and packages which do not exceed 50 pounds. While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear.

To apply: Please complete an application (found on the district website)

And include a cover letter and resume.

Send to Lisa Crouch by email, mail, fax or drop by

<http://district.moraga.k12.ca.us/>

or the District Office, 1540 School Street, Moraga, CA (925) 376-5943

For more information, please contact Lisa Crouch at 925.377.4103 or lcrouch@moraga.k12.ca.us



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Moraga School District NONDISCRIMINATION STATEMENT

The Moraga School District is committed to providing a working and learning environment that is free from unlawful discrimination and harassment. The District prohibits discrimination and harassment based on an individual's actual or perceived age, ancestry, color, disability, ethnic group, identification, gender, marital status, national origin, race, religion, sex, sexual orientation, on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics, or any other basis protected by federal, state, local law, ordinance, or regulation.

Additional information prohibiting other forms of unlawful discrimination or harassment, inappropriate behavior, and/or hate crimes may be found in District policies that are available in all schools and offices.

For inquiries or complaints related to discrimination or harassment based on the individual's actual or perceived age, ancestry, color, disability (mental or physical), ethnic group identification, gender, gender identity, national origin, race, religion, sex, or sexual orientation, contact:

Moraga School District
Director of Pupil Services
District Section 504 and Title IX Coordinator
(925) 376-5943

For more information:

Equal Employment Opportunity Commission
1-800-669-4000
1-800-669-6820 (TTY)
info@eeoc.gov