



WABASH AND OHIO VALLEY SPECIAL EDUCATION DISTRICT  
David Kaytor, Director

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800 S. Division Street | Norris City, Illinois 62869 | 618-378-2131 | Fax: 618-378-3153 | [www.wovsed.org](http://www.wovsed.org)

## VACANCY NOTICE

### IT Information Systems Technician/Technology Coordinator

**Starting Date:** ASAP

**Qualifications:** Associate in Information Technology Required  
Bachelors Degree Preferred

**Basic Job Duties:**

- Assist with hardware/software and data/video network implementations.
- Install new personal computer systems and software.
- Assist with training in all areas of technology.
- Maintain district web, ftp, email and application servers as directed.
- Respond to service and maintenance needs of computer hardware and software by contacting appropriate service personnel.
- Enter and maintain student records with the state system.
- Perform other duties as assigned by the Director.

**Salary:** Based on education and experience

**Contract Length:** 12 month

**Application Process:** Send letter of interest and resume to above address to the attention of Monica Girten, Assistant Director

**Application Deadline:** Until position filled