



*13394 W Trepania Road  
Hayward • Wisconsin • 54843  
Phone (715) 634-8934 • Fax (715) 634-4797 • HR Fax (715) 699-1209*

**Technology Integration Specialist  
Position Available for 2020-2021 School Year**

**Job Title:** Technology Integration Specialist  
**Open Date:** October 29, 2020  
**Closing Date:** Open Until Filled  
**Reports to:** Charter School Director or as assigned  
**Terms of Employment:** 1.0 FTE 12-month employee  
**Compensation:** DOQ

**ESSENTIAL QUALIFICATIONS:**

- Associate's degree, Information Technology or related field
- Minimum of 3 years of experience working in technology or a technology support-related field.
- Able to work positively as a team with students, teachers and staff.
- Ability to problem-solve and trouble-shoot a wide variety of technology-related issues.
- Experience working with Native American youth preferred.
- Highly motivated with strong organizational skills; able to manage multiple concurrent priorities.
- Self-starter; able to work independently.
- Eager and able to learn new knowledge and skills.
- Flexible and willing to positively adjust to ever changing environment.
- Strong communication skills; both written and oral.

**PREFERRED QUALIFICATIONS:**

1. LCO Tribal member preferred as provided in section 7(b) of the Indian Self-Determination and Education Assistance Act.
2. Knowledge of networking and basic network concepts.
3. Knowledge and skills relating to macOS, iOS, and iPad OS devices.
4. Strong computer skills, with proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Docs
5. Demonstrated expertise in the use of technology to support instruction.
6. Must be able to pass a background check.
7. Must be able to pass a pre-employment drug screen.

**ESSENTIAL JOB FUNCTIONS:**

1. Provide patient, positive, and enthusiastic technical support to Akii-gikinoo'amaading Charter School staff and students.
2. Collaborate with teachers to compose useful technology-infused, content-based lessons and support as they implement the lessons in their classrooms.
3. Provide assistance and training to instructional staff in the integration of technology to support student achievement. This includes planning and implementing training and workshops for individuals, small groups, and large groups.
4. Prepare student devices for the school year.
5. Good attendance and work habits.
6. Maintain confidentiality
7. Attend meetings and training as directed.
8. Perform duties and communicate in a professional manner.
9. Other duties as assigned.

**APPLICATION PROCEDURE:**

Submit completed LCO Employment Application including Release and Authorization Form (available upon request or on the Tribe's website) along with a cover letter, resume and at least three (3) letters of reference. **Tribal Member applicants must provide a signed official document from a federally recognized Tribe acknowledging enrollment.**

**MAIL, FAX OR EMAIL ALL INFORMATION TO:**

**Lac Courte Oreilles Tribal Government**

**Attn: Human Resource Department**

**13394 W Trepania Road**

**Hayward, WI 54843**

**Fax (715)634-4797**

**HR Fax (715)699-1209**

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*Tribal preference will apply to qualified applicants in accordance with the Lac Courte Oreilles Policies & Procedures Manual.*