



POSITION ANNOUNCEMENT

Learning Services Educational Technology Advisor *Deadline for Application: June 10, 2020*

Cooperative Educational Service Agency 10 (CESA 10) is looking for an individual to serve as a full-time (220 days) Learning Service Educational Technology Advisor to be based in Chippewa Falls, Wisconsin. This position will provide technical support and management to the users of the CESA 10 distance learning networks and services along with network infrastructure evaluation and planning, educational technology coaching, and integration for member school districts. The ideal candidate will possess PK-12 educational experience, with teacher certification desired, but not required. Minimum of an associate degree is required and a bachelor degree is preferred.

Related Skills:

- Knowledge of emerging trends in technology including networking and unified communications.
- Knowledge of technology and related systems in schools.
- Effective and professional communications skills with a strong customer service focus.
- Ability to diagnose and resolve technical issues.
- Ability to articulate technical concepts effectively to non-technical audiences.
- Ability to exercise initiative and independent judgment to carry out work assignments.

Performance Responsibilities:

- Provide technical support and management throughout CESA 10's distance learning networks, including:
 - Oversee help desk operating procedures and documentation
 - Assess, prioritize and solve distance learning technical issues in writing, over the phone and/or in person
 - Maintain communication with all member districts to ensure functionality of technology and accurate records
- Support subscribing members with video recording, streaming and archiving services
 - Assist with staff development and create training guides/documentation
 - Work directly with school staff to integrate distance learning and video tools into teaching
- Provide guidance for school districts' technology and network infrastructure
 - Assess existing school network infrastructure and make recommendations for improvement
 - Develop short and long-term school technology and network infrastructure replacement plans
 - Develop technology security recommendations following state and federal guidelines
- Perform other related duties as assigned.

More job description information is located at: <https://www.cesa10.k12.wi.us/employment> under Learning Services.

This is a full-time (220 days) position. Wages will be competitive. An excellent benefit package will be provided which includes health, dental, life and disability insurance, retirement benefits, Wisconsin Retirement System pension, and paid time off. Interested applicants should send a cover letter, resume, salary history or expectations and three (3) current letters of recommendation to lmcmahon@cesa10.k12.wi.us or apply on [WECAN](#). Deadline for applications will be June 10, 2020.

**Human Resources
725 W Park Ave, Chippewa Falls, WI 54729**

It is the policy of CESA #10 to afford equal opportunity for employment to all individuals regardless of age, race, religion, color, sex, national origin or ancestry, handicap, physical condition, developmental disability (as defined in S.51.01(5)), arrest or conviction received (in keeping with S.111.32), sexual orientation or marital status.