



# Poplar

## School District

Poplar School District has the following job opening:

### **Technology Assistant – Full-Time Position**

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#### **Responsibilities Include:**

- Providing tech support to staff and students
  - Maintaining and troubleshooting **Windows 10 & 11** devices
  - Assisting with **Windows Server** systems
  - Supporting **Microsoft Office** and **Google Workspace**
  - Managing hardware, software, and device inventory
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#### **Preferred Skills:**

- Experience with Windows environments
  - Knowledge of school tech systems is a plus
  - Strong communication & problem-solving skills
  - Ability to work independently and collaboratively
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#### **To Apply:**

Submit a resume and district application to the Poplar Public Schools District Office.

Questions? Call (406) 768-6601  
Visit: [www.poplarschools.com](http://www.poplarschools.com)