

## **JOB DESCRIPTION**

**POSITION TITLE: DISTRICT TECHNOLOGY ENGINEER**

**RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY**

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree in Computer Information Science or related field and two years' experience in computer programming or microcomputer technical support.

### **BASIC FUNCTION:**

Install and configure various software applications on Local Area Networks (LANs) and microcomputers for instructional and administrative purposes; respond to user requests for assistance and malfunction correction and provide technical support; troubleshoot and repair basic system malfunctions and maintain system operation; design microcomputer programs to enhance LAN system operation.

### **PERFORMANCE RESPONSIBILITIES:**

#### **The District Technology Engineer:**

- Install and configure various software applications on Local Area Networks (LANs), Wide Area Network (WAN) servers and microcomputers for instructional and administrative purposes; research software to determine hardware and configuration requirements to assure system compatibility.
- Study software manuals to learn installation procedures and basic application functions; test applications following installation to assure proper operation; orient and demonstrate users to new software.
- Interact with District network users to determine system needs and to assure integrity of WAN/LANs; assure proper connectivity interfaces with microcomputers, web and file servers and other district resources.
- Respond to user requests for assistance and malfunction correction; provide technical information and assistance by phone or by visiting District sites; research software manuals and contact software and hardware manufacturers for information and assistance; explain and demonstrate source of error to user to avoid repeated malfunction.
- Reconfigure and upgrade software as appropriate; perform repairs or refer hardware repairs to appropriate technical electronics personnel.
- Provide individual and group training in software application operation as needed, including report generation, query use, word processing and desktop publishing; provide technical training to District users in hardware and software malfunction diagnosis and correction.
- Assist skilled systems programming personnel with programming and maintenance of systems networks; design and write programs of moderate difficulty for the proper interaction between multi-system hardware and software applications.
- Prepare and maintain a variety of logs and records, including software and hardware inventories.
- Computer repair and maintenance for assigned district sites.
- Perform other duties, as assigned by the Director of Technology.
- Capabilities of the District's operating systems, such as: Munis, CIITS, Infinite Campus and Cloud Software.

- Oversee Internet filtering software and devices and produce needed reporting to District administrators
- Be available to assist with videotaping of board meetings and other district events
- Other duties as assigned by the Director of Technology.

**ADDITIONAL REQUIREMENTS:**

- Complete all mandatory training and attend in-service sessions.
- Perform assigned tasks in a timely manner
- Consistently display self-control with parents, students, and school personnel
- Maintains a clean workstation (desk, office, etc.)
- Be clean, neat and appropriately/professionally dressed
- Be consistently responsible and display an attitude of honesty and credibility
- Show enthusiasm, interest and concern for the total program and its efficient operation
- Operate equipment in a safe manner
- Demonstrate positive behavior toward the purposes and goals of the Adair County Public Schools
- Maintain regular and punctual attendance.

**OTHER JOB RESPONSIBILITIES:**

- Be consistently responsible-maintaining regular punctual attendance and timely completion of assigned duties working assigned contract and extended days and using sick and personal leave appropriately.
- Maintain professional interpersonal skills using tact, patience, courtesy and cooperative effective relationships with others consistently displaying self-control, honesty and credibility with parents, students, visitors and school personnel.
- Disseminate information/resources in areas of responsibilities.  
Maintain proper care and safe use of district equipment and property.
- Participate in required professional development and trainings as assigned or approved for professional job growth, to remain abreast of program requirements/responsibilities and to improve student educational services.
- Maintain confidentiality and privacy of all school records.
- Is familiar with and incorporates the use of technology as job responsibilities require.
- Adheres with federal, state and district program guidelines, policies, procedures and laws.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

**Pay Scale**

**ADAIR COUNTY BOARD OF EDUCATION  
DISTRICT TECHNOLOGY ENGINEER SALARY SCHEDULE 2016-2017  
235 DAYS**

Years of Experience within the Technology Department

0-1	2-4	5-7	8-14	15-19	20+
\$30,000.00	\$32,100.00	\$34,347.00	\$36,407.00	\$38,591.00	\$40,906.00

**Plus Certificate Credentials**

- Level 3 District Engineer: 1-2 Certificates.....\$1,000
- Level 2 District Engineer: 3-4 Certificates.....\$3,000
- Level 1 District Engineer: 5+ Certificates.....\$5,000

- District Technology Engineer base pay begins at \$30,000.
- Step pay increases are given with the following certificates or specific certificates deemed necessary by the Superintendent or Technology Coordinator. All training and/or certifications require approval of the Superintendent and Technology Coordinator. Certificates must be kept up to date unless deemed unnecessary due to ever changing world of technology. The District will require the Technology Engineer to hold 3 certificates as terms of continuing employment. Once designated the District Engineer will have three years to obtain required certificates. All class and test fees/registration will be the sole responsibility of the District Engineer. Re-Certification fees will be reimbursed by the District.
  - Comp TIA A+ certification
  - Comp TIA Network Plus
  - Operating System Training certifications
  - MCSA: Windows Server 2012 certification
  - Microsoft Certified Solutions Expert certification

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of duties performed for this position.  
The Adair County school district does not discriminate on the basis of political or religious opinions or affiliations, marital status, ethnic original, race, color, sex, age, or disabling condition.*

**FOR EVALUATION PURPOSES:** 1-Satisfactory 2-Needs Improvement 3-Unsatisfactory 0-Not applicable

**EVALUATION:** Job performance will be evaluated in accordance with provisions of Evaluation policy and procedures.

My signature below denotes that I have seen and received a copy of this job description/evaluation.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date