

JOB DESCRIPTION

POSITION TITLE: TECHNOLOGY TECHNICIAN

RESPONSIBLE TO: DIRECTOR OF TECHNOLOGY

QUALIFICATIONS: AS SET BY BOARD AND STATE CERTIFICATION AUTHORITIES

EDUCATION AND EXPERIENCE

Any combination equivalent to two years college-level course work in computer repair and/or three years increasingly responsible experience with repairing and servicing computers and other technology equipment

APPROVED BY ADAIR COUNTY BOARD OF EDUCATION: AUGUST 17, 2006/REVISED MAY 20, 2010

BASIC FUNCTION:

The Technology Technician will provide all aspects of technical support, including repairs, upgrades, and installations of hardware and software for all schools and offices within the school district.

PERFORMANCE RESPONSIBILITIES:

The Technology Technician:

- Performs a variety of skilled and technical duties related to the installation, repair, modification, upgrade, and maintenance of computers, printers, other technology equipment, and software and collaborates with the Director of Technology to set schedule for such tasks.
- Inspects, isolates, and diagnoses system malfunctions and determines appropriate repair procedures; replaces defective parts and restores equipment to proper operation; Analyzes and resolves general software malfunctions.
- Creates and maintains Ethernet cables, as required for network connectivity.
- Performs preventative maintenance on computers, printers, and other technology equipment by cleaning, dusting, lubricating, adjusting mechanical parts, checking cables, connectors, and disk drives, as necessary for daily operation.
- Maintains all district and school-level phone and intercom systems by repairing or notifying Director of Technology that the vendor should be contacted.
- Communicates with the Director of Technology, KETS Help Desk, vendors, manufacturers and other entities regarding parts, pricing, purchases, and product information, as required.
- Maintains a log of all installations, repairs, modifications, upgrades and routine maintenance, which includes the date the request was reported, location, description of task to be completed, action taken, cost, date completed, and any necessary follow-up action.
- Provides the end-user with an explanation of steps taken to resolve the technical issue and instruction in regard to the proper care and use of the equipment or software upon completion of each task.
- Promotes the safe and proper operation, care, and maintenance of technology equipment and software through communication with staff at all times.
- Conducts one-on-one, small and large group training of district personnel in the use of technology and related software.
- Performs other duties, as assigned by the Director of Technology.

KNOWLEDGE AND ABILITIES:

The Technology Technician position requires knowledge of:

- Computerized and electronic equipment including computers, printers, and other data communications equipment.
- Methods, equipment, and tools used in the skilled repair and servicing of computer equipment.
- Analog and digital communications equipment and maintenance techniques.
- Safety practices and precautions used in working with computer equipment.
- Operation of a variety of testing equipment, hand and power tools as required for repairs.
- Basic DOS commands and computer operations.
- Technical aspects of the computer field.

- Diagnostic techniques and procedures used in computer and electronics repair.
- Basic record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

THE TECHNOLOGY TECHNICIAN POSITION REQUIRES THE ABILITY TO:

- Perform a variety of skilled and technical duties related to the installation, repair, modification, upgrade, and maintenance of computers, printers, other technology equipment, and software and collaborate with the Director of Technology to set schedule for such tasks.
- Plan and organize work.
- Train and provide direction to others.
- Install computers and related equipment at district sites.
- Operate tools and testing equipment in a safe and proper manner.
- Read, interpret and implement technical service manuals and schematic diagrams to repair assigned computer and peripheral equipment.
- Plan and lay out installation and repair work including estimating labor and material costs.
- Maintain records related to work performance.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently without direction.
- Lift heavy objects.

ADDITIONAL REQUIREMENTS:

- Complete all mandatory training and attend in-service sessions
- Performs assigned tasks in a timely manner
- Consistently displays 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
- Maintains student control
- 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.
- Act as a district liaison demonstrating positive behavior, interest and concern toward the programs, purposes, goals and efficient operation of the Adair County Public Schools.
- Follow the procurement guidelines and purchase order process.
- 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.
- Administer health services to students as necessary including, but not limited to, the administration of medication; the operation, maintenance, or health care through the use of medical equipment; or the administration of clinical procedures.
- Adheres to the State Professional Code of Ethics.
- Perform other tasks and assume other responsibilities as may be assigned by the supervisor or superintendent.

*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