

Technology Technician Qualifications/Duties

Position Title: Technology Technician
Immediate Supervisor: Director of Student Management/Technology
Work Year: 12 Months
Work Day: 7 1/2 Hours
Work Week: 37 1/2 Hours
Issued Date: 04/10/01
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POSITION SUMMARY

Perform installation, repairs, upgrades, modifications, and related work as required to maintain district technology equipment and software in the most cost efficient and effective manner possible. Perform other duties as assigned.

EDUCATION AND EXPERIENCE

- Minimum of four years experience in the technology equipment repair field.
- Certified Novell Engineer or demonstration of significant progress toward certification.

QUALIFICATIONS

Demonstrate the ability to:

- Perform duties under general supervision,
- Utilize initiative and good judgement in the carrying out of assignments,
- Work cooperatively with the principal, teachers, administrators, and support staff,
- Perform repetitive tasks according to basic established procedures,
- Maintain confidentiality of information associated with position,
- Understand instructions and underlying principles,
- Understand meanings of words and ideas associated with the position.
- Perform arithmetic operations quickly and accurately,
- Perceive pertinent detail in verbal or tabular material,
- Coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed,
- Move the hands easily and skillfully,
- Comprehend forms in space and understand relationships of plane and solid objects,
- Make visual comparisons and discriminations,
- See slight differences in shapes and shadings of figures and widths and lengths of lines,
- Move the hands and feet coordinately with each other in accordance with visual stimuli,
- Perform the essential functions and requirements of the job, and
- Must meet satisfactory health standards.

ESSENTIAL FUNCTIONS

- Install and configure networking equipment including, but not limited to, servers, routers, switches, hubs and cabling.
- Install, maintain and troubleshoot Network Operating Systems (NOS) and network applications.
- Configure networking protocols to ensure proper communications and facilitate accessibility to users.
- Program Cisco routers under direction of State Department of education technical support staff.
- Set minimum standards for workstations and network server configurations.
- Assist with technical specifications for bids and procurements..

- Take active role overseeing vendor installed products.
- Work closely with Director of Student Management/Technology to implement district technology plan.
- Install and configure network backup and virus protections systems.
- Establish procedures for regular backups and complete and test a disaster recovery plan.
- Provide technical support in the areas of computer and peripheral problem isolation and repair.
- Arrange for the procurement of repair and upgrade parts, installation supplies or other necessary items.
- Install and configure new networked and stand alone computers and convert existing computers to new topologies.
- Provide technical support and training for end-users.
- Troubleshoot network cabling problems and provide problem isolation and repair.
- Install network cable terminations and connectors.
- Continue to stay abreast of new technologies.
- Install software.
- Keep technology repair area neat and uncluttered.
- Provide preventative maintenance for district technology equipment.
- Assist in the overall technical support of all technologies..
- Establish procedures for reporting technology equipment problems and ensuring that repairs are completed in a timely manner.

OTHER RESPONSIBILITIES

- Performs other work duties or responsibilities as assigned by the Director of Student Management/Technology or Director of Schools.

PHYSICAL DEMANDS

This position requires the lifting of objects not to exceed 50 pounds without the assistance and the wearing of a safety support belt and frequent lifting and or carrying of objects weighing up to 25 pounds. Other physical demands that may be required are:

- Lifting, carrying, pushing, and/or pulling.
- Climbing and/or balancing.
- Stooping, kneeling, crouching, and/or crawling.
- Reaching, handling, and/or feeling.
- Talking and/or hearing.
- Seeing
- Wearing of hard hat and orange shirt when working outside.

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK TO BE PERFORMED BY PERSON(S) ASSIGNED TO THIS POSITION. THEY ARE NOT INTENDED TO BE A COMPLETE LIST OF RESPONSIBILITIES, DUTIES AND SKILLS REQUIRED OF PERSON(S) SO ASSIGNED.