

SITE TECHNICIAN

DEFINITION:

The site Technician is the first level of support for hardware, software and technology integration issues for teachers and academic staff within the assigned school.

REPORTS TO:

School principal and Information Technologies Department

ESSENTIAL FUNCTIONS:

(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class).

TASKS:

- Assists teachers in any technology issues as they relate to integrating technology into their curriculum and interventions
- Troubleshoots, repairs, and configures minor technical issues for teachers, staff and students
- Changes and monitors server back-up tapes.
- Coordinates teacher Helpdesk referrals to ensure that technology related to student learning has minimal disruptions.
- Sets up and maintains the stand-alone hardware and software (technology interventions; tutoring curriculum, etc.)
- Maintains an inventory of locally (stand-alone) and network installed curriculum software.
- Attends school leadership team meetings and district Technology integration Training/Meetings.
- Facilitates student and teachers email account creation.
- Images individual teacher computers.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Highly motivated team player who can work with or without supervision.
- Experience in dealing with timeline priorities.
- Customer service oriented.
- Must be able to work with technicians, administrators, teachers, staff, and volunteers.

PHYSICAL REQUIREMENTS:

Work is performed in an indoor environment. Work requires frequent sitting, standing, bending, repetitive motion, vision to monitor and lifting up to 15 pounds.

QUALIFICATIONS:

Bachelors Degree – Masters Degree Preferred.

Standard Elementary K – 8 or Secondary 7 – 12 Certificate

Minimum three (3) years successful Elementary or High School classroom experience.