

Technology Technician

Reports to: Director of Technology

Qualifications

The Technician position requires:

Experience: A minimum of 60 hours of college credits, or

Certification: Technology certifications such as CNE, MSCE, or

Experience: Field of technology

The Technology Technician should possess:

Technical Skills

1. Knowledge of DOS, Windows 95/98/NT/2000/XP.
2. Knowledge of various software packages such as Microsoft Office, Adobe products, Internet Explorer, Microsoft Publisher, etc.
3. Experienced troubleshooter regarding technology used with PC's, printers, scanners, etc.
4. Web page development skills.
5. Willingness to keep abreast of current technology.

Personal Skills

1. Strong organizational skills and ability to effectively schedule multiple projects or tasks to meet simultaneous deadlines.
2. Must be able to maintain positive approach despite conflicting deadlines, shifting priorities and simultaneous work demands.
3. Ability to develop positive working relationships with technical and non-technical users.

Other Requirements

Clearance on background check that is satisfactory to the Senior Administration. Possess positive character traits that are student-centered. Possess ability to interact and communicate effectively with others.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Functions

1. Assist the Technology Director in training faculty, staff and community.
2. Assist the Technology Director in the implementation and maintenance of the District Technology Plan.
3. Assist the Technology Director in the installation and maintenance of computer networks, equipment and software (includes: computers, phones, televisions, printers, scanners, copiers, cameras, etc.)
4. Do onsite troubleshooting and repairs.
5. Assist in training of students on hardware, software and specialized technology.
6. Attend workshops/conferences to keep abreast of current technology.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

While performing these duties, the employee is regularly required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear. The employee is frequently required to reach, climb, bend, squat, stoop and kneel. The employee continuously uses hand strength to grasp and use tools and climb ladders. The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. Specific vision requirements include close and peripheral vision and depth perception.

Attendance

Consistent and regular attendance is an essential function of this position

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The work environment is consistent with a typical office environment.

Evaluation of Performance and Employment

The evaluation of performance and consideration for employment will be under the jurisdiction of the Director of Technology in consultation with the Business Manager.

Length of Contract

12 months

Type of Position

Non-exempt

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Branson Public Schools