

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TECHNOLOGY TECHNICIAN	File 214
Reports to:	Technology Supervisor	
Job Objectives:	Provides technical expertise and manual skill in the installation, servicing, and repair of the district's technology equipment. Keeps the technology supervisor informed about emerging issues.	
Minimum Qualifications:	<ul style="list-style-type: none">· Strong technical skills as evidenced by an associate degree and/or equivalent combination of computer training/work experience. Bachelor's degree is desirable.· Meets all mandated health requirements.· Documentation of a clear criminal record.· Complies with drug-free workplace rules and board policies.· Strong diplomacy skills.· Available to work irregular hours and/or a non-traditional schedule.· Experience in LAN/WAN connectivity and the installation, maintenance, and repair of computer hardware and software.· Knowledge of the curriculum process and software applications appropriate for diverse instructional settings and user abilities.· Ability to train adult learners with a wide range of interest and skill levels.· Commitment to keeping current with technological advances.	
Responsibilities and Essential Functions:	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">· Oversees the preservation of district's technology equipment. Develops rules and procedures that promote the proper use and care of equipment. Works with building staff to address equipment security.· Upholds board policies and follows administrative procedures.· Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.· Receives, inspects, and tests equipment and software. Notifies staff about new acquisitions. Works with maintenance staff on construction/installation activities. Prepares support documentation (e.g., date installed, location, upgrades, etc.).· Installs network wiring and connections (e.g., servers, hubs, routers, etc.).· Sets up and maintains file servers (e.g., users and groups, space allocations, backups, etc.) for local area networks (LAN) and wide area networks (WAN).	

- Performs preventive maintenance and routine cleaning of equipment. Repairs equipment. Keeps work areas orderly. Maintains repair records.
- Keeps the technology supervisor informed about work progress. Avoids disrupting building activities except during emergencies.
- Works with the technology supervisor to schedule repairs by outside vendors. Ensures that equipment is safe to use and available when needed.
- Requests permission and follows board-approved procedures for the disposal of fixed assets.
- Manages the district's help desk. Addresses equipment/performance problems (e.g., trouble shoots technology equipment/software, cable connections, re-sets switches, etc.).
- Provides technical support to help students and staff use computers, software programs, printers, and other peripherals effectively. Prepares training materials and instruction sheets.
- Establishes and manages user accounts. Disables accounts and associated files at the end of the school year.
- Prepares and submits reports, records, and inventories as directed.
- Works with teachers to explore adaptations that will enhance classroom activities.
- Assists with the development and maintenance of the district's web site.
- Work with the technology committee to update the district's technology plan. Helps prepare competitive bid specifications.
- Assists with the preparation of foundation/grant proposals as directed.
- Arranges software demonstrations. Notifies staff about new acquisitions. Provide individual and small group opportunities for training and problem solving.
- Works with supervisors to help staff improve proficiency with technology resources. Helps plan and present in-service programs.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Maintains high standards and upholds the student conduct code.
- Reports student discipline problems, vandalism, and other related concerns.
- Takes precautions to ensure staff/student safety. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.

- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, and working at various heights.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

Performance Evaluation: Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

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