

**ST. TAMMANY PARISH SCHOOL BOARD,  
Covington, Louisiana**

**Job Description**

**TITLE:** Equipment Technician

(FLSA Status: Non-Exempt)

- MINIMUM QUALIFICATIONS:**
1. U. S. Citizen or authorized alien
  2. Minimum age of 20 years
  3. High School Diploma or its equivalent
  4. Knowledge and/or experience with students specific needs.
  5. Effective written and oral expression
  6. Competent in computer literacy, technology and/or skilled in woodworking, sewing and basic mechanics as demonstrated by 60 hours of training sessions.
  7. Personal transportation

**REPORTS TO:** Director of Students with Exceptionalities

**JOB GOAL:** Assists therapists and teachers in helping students receiving services that meet their individual educational goals through the use of technology and/or adaptive equipment.

**JOB SUMMARY:**

This job is to assist the therapist in providing equipment (examples may include but are not limited to adaptive classroom positioning, seating and mobility equipment). In addition, this job may assist teachers in using technology to allow students maximum benefits from their educational program by trouble shooting, maintenance of computers and related equipment, loading and using applications.

**ESSENTIAL JOB FUNCTIONS:**

1. Designs, builds, modifies or fabricates equipment according to specifications.
2. Assists teachers with technology related activities.
3. Assists in equipment maintenance, repair and inventory.
4. Transports equipment as instructed by assigned staff.
5. Demonstrates the highest ethical standards when dealing with colleagues, students, and parents.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

Performs other appropriate tasks assigned by proper authority

**PHYSICAL DEMANDS:**

Possesses physical skills and stamina to do all job responsibilities such as lifting, walking distances, standing, bending, stooping, bilateral hand usage and reaching.

**TERMS OF EMPLOYMENT:** Nine, ten, eleven or twelve months (to be determined by supervisor by circling one)

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Reviewed and Agreed to by:** \_\_\_\_\_  
(Incumbent)

**Date:** \_\_\_\_\_

\_\_\_\_\_  
Incumbent's Name (Please Print)

\_\_\_\_\_  
Employee Identification Number

Original- Human Resources Department

Copy - Supervisor

Copy- Employee

(Rev. 4/2021)