

ST. TAMMANY PARISH SCHOOL BOARD  
Covington, Louisiana  
Job Description

**TITLE:** Federal Programs Equipment Technician (FSLA Status: Exempt)

**MINIMUM QUALIFICATIONS:**

- 1. U.S. citizen or authorized alien
- 2. High School Diploma or equivalent (College Training Preferred)
- 3. Appropriate technical training
- 4. 12 months of work experience in technology related field
- 5. Working knowledge of school-based technology
- 6. Proficient in basic computer software including Microsoft Word and Microsoft Excel
- 7. Louisiana Driver's license

**REPORTS TO:** Director of Federal Programs

**JOB GOALS:** To track and maintain federally funded technology and other inventory and to assist in basic operations of technology.

**JOB SUMMARY:** The technician will maintain federally funded inventory records and provide support to keep equipment in the best possibly operating condition for instructional use in schools and offices.

**ESSENTIAL JOB FUNCTIONS:**

- 1. Track federal programs inventory by using the inventory tracking system.
- 2. Support schools in tracking and managing federal inventory.
- 3. Transport federal inventory items to and from different locations within the district.
- 4. Conduct on-site inventory inspections at each site that houses federally funded inventory.
- 5. Follow transfer and disposal procedures and complete the appropriate paperwork associated with tracking and managing of federal inventory.
- 6. Promote high standards of safety and orderliness in assigned work and storage areas.
- 7. Assist in all areas of hardware, software, and operations support for the Federal Programs Office.
- 8. Setup technology needed for meetings and trainings.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- 1. Performs other duties as may be assigned by the Director of Federal Programs.
- 2. Must maintain a valid Louisiana driver's license.

**PHYSICAL DEMANDS:**

- 1. Must be able to lift, load, and unload computers and all other instructional equipment to sites within the district.
- 2. Must be able to load, unload, and drive a van to transport equipment to be installed, replaced, or disposed.
- 3. Must be physically capable of operating and installing all instructional technology.
- 4. Must be capable of working for long periods of sitting, standing, reaching, or bending as required.

**TERMS OF EMPLOYMENT:** 12 Months

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with the 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