

**MINOOKA COMMUNITY CONSOLIDATED SCHOOL DISTRICT 201**  
**JOB DESCRIPTION**

Job Title: **District Technician**

Reports To: **Director of Information Technology (IT)**

Pay Schedule/Range:

FLSA Status: **Exempt**

Prepared/Revised Date: **April 20, 2021**

Work Year: **260 Days**

**SUMMARY:** The district technician is a district level position who provides on site level 2 building support, building technician overload relief, and assists the Network Manager and Information Systems Specialist complete projects.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *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, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

<b>Job Tasks Descriptions</b>	<b>Frequency</b>	<b>% of Time</b>
1. Provide Level 2 technical support across all buildings	D	25
2. Leads and/or supports Technology initiatives	D	10
3. Help maintain district inventory of hardware and software	D	5
4. Assists with staff accounts and perform bulk uploads of student accounts	D	5
5. Install, maintain and provide any necessary upgrades to various information and communication systems, services and facilities as assigned	D	5
6. Participate in the testing and implementation of software upgrade releases	D	5
7. Provide additional technical training to Technology Associates.	D	5
8. Assists schools with advanced audio / video setups and configurations	D	5
9. Assist in the overall maintenance of the Minooka 201 Network & Server Operations Assist in the overall maintenance of the Minooka 201 Network & Server Operations.	D	5
10. Provides building coverage with absentee technicians	D	5
11. Perform other such duties as assigned by Director of I.T., Network Manager, or Information Support Specialist	D	25
<b>TOTAL =</b>		<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High School Diploma or GED, some college education preferred
- 1 year of IT experience (supporting education, preferred)

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver's license
- Criminal background check required for hire; employment contingent on appropriate results.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Demonstrated knowledge of desktop administration
- Demonstrated knowledge of mass imaging computers
- Google Administration (GAFE) Experience
- Ability to solve problems independently or work cooperatively in a team
- Solid understanding of VLANs, subnetting and wireless LAN technologies
- Strong written and verbal communication skills
- Willingness to learn scripting languages such as python or powershell to automate tasks
- Understanding of CSV manipulation, eg., Vlookup and Pivot tables
- Willingness to learn Windows Server and Linux administration

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

<b>Reports to:</b>	<b>POSITION TITLE</b>	
	Director of Information Technology (IT)	
<b>Direct reports:</b>	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
	None	0

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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 the essential functions.*

**PHYSICAL DEMANDS:** The usual and customary methods of performing the job’s functions require the following physical demands:

- Occasional lifting up to 50 pounds, due to need to lift and transport computer-related equipment.
- Occasional carrying, pulling, using a ladder, and/or pushing.
- Occasional crouching and/or crawling.
- Willingness to travel to various buildings frequently as demand changes

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, coordinate, synthesize, use interpersonal skills, compile, compute, evaluate, and negotiate. The employee is occasionally required to instruct and copy.