

**CLASSIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: District Technician

QUALIFICATIONS: Demonstrate a working knowledge of computer hardware.
Demonstrate a working knowledge of computer operating systems and productivity software.
Demonstrate a working knowledge of computer networks.
Communicate effectively both orally and in writing.
Have a high school diploma or GED.

REPORTS TO: Chief Information Officer

PHYSICAL REQUIREMENTS: Demonstrate the ability to sit, lift, stoop, push, pull, climb, drive, and any and all body movements as related to the job description.

GENERAL DUTIES: Assist person to whom assigned.
React positively to directives.
Demonstrate knowledge of job responsibilities.
Perform assigned task at an acceptable level.
Carry out assignments in a timely manner without undue checking.
Adhere to time schedules as set forth.
Adhere to School Board of Education Policies and Procedures.

SPECIFIC DUTIES: Maintain an updated database or spreadsheet of all hardware in the district.
Order materials when needed.
Install software and update applications as needed.
Support administrators, teachers and school technicians with the operation and/or installation of computers, scanners, document cameras, multimedia projectors, interactive boards, digital cameras, DVD/VCR players, televisions, etc.
Troubleshoot technology problems and service equipment as needed.
Model legal use of software/network resources and encourage the Acceptable Use Procedures be followed.
Support electronic communication within the building and community.
Support the STLP and Robotics programs and provide assistance with projects as needed.
Participate in scheduled district technology meetings.
Attend appropriate training opportunities to enhance job performance each year.
Assist in evaluating new technology and software before purchase.
Serve as communication liaison between the district technology office and school staff.
Inform district technology department of building technology needs.
Perform other duties as assigned by supervisor.

DAYS OF EMPLOYMENT: 260 days (8 hours per day)

SALARY: Commensurate with Ashland Independent Schools Classified Salary Schedule.

Updated: 3/28/2016