

**CLASSIFIED PERSONNEL
JOB DESCRIPTION**

POSITION TITLE: School 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: Principal

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 school.
Maintain legal proof of ownership of software purchased with school funds (documentation should include purchase order, invoice, original manuals and media).
Order materials when needed.
Install software and update applications as needed.
Assist and train teachers and students with the operation and/or installation of computers, scanners, document cameras, multimedia projectors, interactive boards, digital cameras, digital camcorders, DVD/VCR players, televisions, etc.
Troubleshoot technology problems and service equipment as needed.
Encourage staff to perform regularly scheduled maintenance on their classroom computers.
Verify all staff and students utilizing technology have signed the Acceptable Use Procedures form.
Model legal use of software/network resources and encourage the Acceptable Use Procedures be followed.
Support administrators in the monitoring, suspension and reinstatement of network rights in the event of a violation of Acceptable Use Procedures.
Provides updates regarding technology issues to the school staff.
Manage student user accounts, including usernames and passwords for the school network and online applications.
Manage the school website and update the main pages as needed.
Assist teachers with classroom web design and the publishing of student work.
Support electronic communication within the building and community.
Consult with Comprehensive Improvement Planning committee to include technology integration.
Maintain schedule for lab and/or computer use to ensure full utilization of all technology.
Manage the school phone system.
Support the STLP program 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: 6/24/19