

Inter-Lakes School District Position Description

Position Title: **Temporary Technology Technician**

Reports to: **Technology Director**

GENERAL SUMMARY:

The Temporary Technology Technician supports and maintains both administrative and instructional computers, and software. This work includes repair of all technology-related equipment. Employee provides on-site assistance in classrooms, media centers, computer labs and administrative offices. Employee identifies problems and takes appropriate corrective action. Employee installs and upgrades all technology-related equipment in network and stand-alone environments. Typically, this employee will provide first response support for the maintenance and operation of computers, software at the building level. Employee may have multiple sites to maintain.

ESSENTIAL JOB FUNCTIONS: *

- Assist faculty and students with Google Apps and Chromebooks
- Resolve printing, hardware and network access issues
- Install upgrades to network and client systems
- Maintain accurate inventory list
- Attend seminars and stay current with applications used by the Inter-Lakes School District

EDUCATION/EXPERIENCE:

Associates degree in computer science or related field or two years equivalent experience
Experience with Windows and Macintosh systems
Experience with Google Apps and Chromebooks
Experience with web design

WORKING CONDITIONS:

Normal office environment
Installing and moving computers requiring lifting and bending
Some travel required throughout the district

* External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.
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