Technology Support Job Description

Position Title: Technology Support I
Department: Technology
Reports To: Technology Director

SUMMARY:
Supports Technology Director and Specialist with School Based Digital Curriculum Products and Devices.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following; however, *Other duties may be assigned.*

- Handles basic inventory, and installation of new hardware and software.
- Provides maintenance to technological devices throughout the system

SUPERVISORY RESPONSIBILITIES:
None.

QUALIFICATION REQUIREMENTS: 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.

EDUCATION AND EXPERIENCE:
Person with work experience in installing and maintaining computer equipment, and loading software.

LANGUAGE SKILLS:
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, governmental regulations, and legal documents. Ability to write reports, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from school staff, students, and the general public.

MATHEMATICAL SKILLS:
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:
Ability to operate personal computers. Use of arms and hands for finger dexterity for operating such equipment. Ability to apply knowledge of current research and theory in specific field. Ability to

establish and maintain effective working relationships with students, staff, and the school community. Ability to speak concisely both in oral and written communication. Ability to perform duties with awareness of all district requirement and Board of Education policies.

PHYSICAL DEMANDS: The physical demands described here 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.

While performing the duties of this job, the employee is regularly required to sit. The employee is often required to walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. Ability to lift up to 100 pounds, such as printers, amplifiers, and television sets. Specific vision abilities required by this job include close vision, and the ability to adjust focus. Ability to withstand long term use of video display terminals is required. The employee is regularly required to meet deadlines with severe time constraints and occasionally interact with the public and staff in addition to meeting multiple demands from several people.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in this environment is usually quiet.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.