

Job Title: **IT Building Technician**
 Job Family: **IT Support**
 Pay Program: **Classified**
 Typical Work Year: **12 months**

Job Code: **1479**
 FLSA Status: **Non-Exempt**
 Shift Differential: **No**
 Pay Range: **G13**

SUMMARY: Implement, monitor, and support the instruction of computer technology (software, hardware, networks, etc.) to teachers, students, and building staff. Provide technology support to instructional personnel and building staff by evaluating, recommending, installing and maintaining hardware and software in collaboration with information systems personnel.

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. Frequency and percentage of time may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Perform installation, maintenance, and support of hardware and software. Follow established procedures and Information Technology (IT) guidelines and timelines, for system implementations. Acts as first responder for technical issues in district locations.	D/W	25%
2. Troubleshooting of and preliminary diagnosis of hardware and software problems. Coordinate issues and efforts with IT. Troubleshoot Tier I device network issues. Escalate and/or resolve connectivity issues with IT. Call in IT support when a situation requires a higher level of technical expertise.	D/W	20%
3. Perform initial analysis of Chromebook hardware evaluate damaged devices, and categorize them as warranty, normal wear and tear, and accidental damage or vandalism. Perform building inventories of technology and other IT equipment. Including delivery of devices.	D/W	33%
4. In collaboration with Instructional Coaches, Digital Literacy Partners, Building Leadership and ITLS provide technology support to staff and teachers.	D/W	10%
5. Perform Tier I and Tier II troubleshooting of building projector and audiovisual equipment including, but not limited to, calibrations, configuration, and maintenance in compliance with central IT standards and direction.	D/W	10%
6. Perform other duties as assigned.	D/W	2%
TOTAL		100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High School Diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of two (2) years of experience with computer hardware/software installation and maintenance or equivalent post-secondary computer coursework may be substituted for the experience requirement.
- Experience in an educational environment preferred.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- Valid Colorado driver’s license.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Working knowledge of business and educational hardware and software, including use, installation and maintenance.
- Ability to train users on the functionality of software systems.
- Ability to promote and follow Board of Education policies, District policies, building and department procedures.
- Ability to stay current with district policy, standards and training in the areas of data quality, data privacy, and cybersecurity with respect to student and staff data, and related information systems.
- Ability to keep up-to-date technically and apply new knowledge to your job. Includes adapting to and mastering new system applications and processes as implemented by the district or department.

- Ability to engage in effective communication, collaboration, and teamwork with individuals from diverse backgrounds, cultures, and perspectives, while demonstrating respect and appreciation for their differences.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Critical thinking and problem solving skills.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Intermediate operating knowledge of and experience with personal computers, hardware, software and peripherals.
- Operating knowledge of district information technology systems and any other department specific software and equipment required within 2 months after entering position.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	JOB CODE
Reports to:	Manager of Field Operations	090528

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

BUDGET AND/OR RESOURCE RESPONSIBILITY:

- None

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 ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit			X	
Use hands and fingers, to handle or feel				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl		X		
Talk			X	
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate			X	
Copy		X		
Coordinate		X		
Instruct		X		
Compute		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Synthesize	X			
Evaluate			X	
Interpersonal Skills				X
Compile		X		
Negotiate	X			

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	