TECHNOLOGY TECHNICIAN
Position Description

Title:	**Technology Technician**
Location:	**Central Office – Technology Department**
Terms of Employment:	**12 months, Full Time**
Effective Date:	
FLSA Status:	**Non-Exempt**

Purpose
The Technology Assistant will provide frontline level 2 support in schools and administrative buildings.

Qualifications
- Must have a high school diploma or GED
- Must have general knowledge of computers, related technology devices, and electronic devices
- Must have knowledge of infrastructure requirements and components of local area networks

Duties and Responsibilities
- Provide skilled repair and maintenance of all technology-related equipment
- Provide technical support for all technology-related systems and users
- Repair, maintain, and upgrade technology-related equipment
- Read and interpret schematics, wiring diagrams, and manuals
- Operate standard and specialized electronics devices in testing and troubleshooting computers and other technology-related equipment
- Maintain inventory of electronic components needed to make timely repairs
- Performs other duties as assigned by immediate supervisor

Skills and Abilities
- Ability to assist users with applications
- Ability to systematically troubleshoot typical technical problems in an enterprise environment
- Ability to learn new technologies and work effectively within a team environment
- Ability to communicate effectively with others
- Ability to work independently