**Part Time Technician**

Reports to – Chief Information Officer

Regular Hours Worked – Up to 16 hours per week

Terms of Employment – one year only/reviewed annually

Supports and maintains the District’s technology equipment.

**PERFORMANCE RESPONSIBILITIES**

1. Replaces defective parts and restores equipment to proper operation; analyzes and resolves general software malfunctions.
2. Responds to end user work order requests.
3. Provides technical guidance to staff and local school computer users.
4. Installs network printers and maintains latest drivers for printers.
5. Duties may include performance of health services, for which training will be provided.
6. Performs other duties as assigned by supervisor.
7. Maintains a high level of confidentiality regarding student records.
8. Conducts themselves with a high level of professionalism.
9. Is capable of working positively with a wide variety of people.
10. Other duties as assigned by supervisor and/or superintendent.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Experience preferred

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: August 12,2013

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee