

Job Title:	District Technology Resource	Job Category:	Classified
Department/Group:	Technology	Job Code/ Req#:	
Location:	District Office	Travel Required:	No
Level/Salary Range:	Classified Salary Schedule	Position Type:	Full-time
HR Contact:	Kim Klosterman	Date:	April 2022

Job Description

Job Summary

The District Technology Resource installs, maintains, and repairs computers, software, network components, and other related equipment at a level beyond basic troubleshooting. They respond to technical help requests throughout the district in a timely manner to all students, faculty, and staff in addition to providing instruction or training in the use of district technology.

Performance Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position, but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential functions, Duties and Responsibilities

- Install and troubleshoot computer hardware, software, and other instructional devices.
- Maintain and troubleshoot network equipment such as wireless access points, switches, and data cabling.
- Maintain and troubleshoot district telephone system, networked printing, and security cameras.
- Support and diagnose issues with district software packages, user accounts, and integration between the two.
- Monitor and manage district web filtering solution for all devices.
- Assist in identifying and becoming proficient with new educational or supporting programs or technologies that the district may adopt.
- Perform other related duties as directed by the director of technology or superintendent/designee.

Knowledge and Abilities

- Familiar with Windows, Apple, and Chrome operating systems and be able to provide support for all three.
- Ability to research, find, and apply solutions for complex technical issues.
- Ability to effectively work and communicate with students, parents, and school personnel from diverse cultures or backgrounds.
- Demonstrates successful experience in dealing with professional staff and parents.
- Knowledge of district policies and procedures
- Maintain integrity of confidential information relating to students, staff, or district personnel
- Ability to promote and develop a cooperative work environment
- Demonstrates excellence in written and oral communication skills.
- Prioritize and manage projects and help requests.

Qualifications and Education Requirements

- Degree in Computer Information Science or related field and/or minimum of two years' experience in network administration, computer programming, or computer technical support.
- Shall demonstrate the ability to work effectively with students, peers, and adults.
- Shall demonstrate the ability to communicate effectively with students, parents, and faculty.
- Valid driver's license and reliable transportation in order to respond to work orders throughout the district.

Days worked and salary

- 230 day contract
- Classified Salary Schedule

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time