

DEXTER CONSOLIDATED SCHOOLS

JOB DESCRIPTION

Position: Information Technology Technician

Supervisor: Information Technology Director

GENERAL JOB DESCRIPTION: The Technician will maintain, analyze, troubleshoot, and repair computer systems, hardware, and computer peripherals. Troubleshoot network systems when necessary, make improvements to the network.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Ensure proper functioning of district's information processing system.
2. Support the installation, maintenance and repair of desktop equipment and make upgrades as necessary.
3. Improve desktop hardware and software processes.
4. Help operations utilize information systems to improve efficiency.
5. Keep computer equipment, hardware, and software updated to meet district needs.
6. Follow appropriate programming procedures.
7. Install, configure, and troubleshoot computer networks and electronic mail by isolating and diagnosing network problems, installing, configuring, upgrading network software, and providing technical support.
8. Interact with schools and departments for connection to the network and data and help make changes to the system to facilitate efficient access to school district data.
9. Provide technical assistance and training to system users.
10. Develop user manuals and procedures for use with district approved hardware and software.
11. Train department personnel and others on network operation and programs introduced to the district.
12. Answer client's inquires concerning systems operation.
13. Install and diagnose system hardware, software, and operator problems.
14. Recommend or perform remedial actions to correct problems based on knowledge of system operation.
15. Install software on the network as well as off-shelf applications.
16. Enter network users, changes passwords, moves files as users move from one file server to another, and ensures network security.
17. Resolve problems relating to the operation of the network.
18. Install and upgrades file-servers, routers, hubs, switches, cabling, computers, printers, and other computer equipment.
19. Test and recommend software and hardware for school district use and to ensure programs and hardware meet the needs of the system's users.
20. Perform good time management and organizational skills.
21. Maintain district fixed assets by performing physical inventory count, tracking property and affixing district property tags to existing and new fixed assets. Conduct a yearly physical inventory.
22. Import and reconcile new property purchased assuring proper tracking capabilities.

23. Assure that proper inventory procedures are followed, including affixing district property tags, recording new inventory and tracking transfers and withdrawals of property. Perform computer data entry including additions, deletions and transferring of district property.
24. Manage website Hosting.
25. Participate in the Information Technology Department requirements, which include attendance at district and state technical support meetings
26. Establish administrative data records retention schedule, storage procedures, and disaster recovery procedures.
27. Assist schools and departments in program implementation of existing and new administrative software and hardware systems.
28. Administration of the network security system and cameras
29. Administration of telephone system
30. Administration of sound system

ADDITIONAL DUTIES AND RESPONSIBILITIES:

1. Work cooperatively with co-Information Technology Technician, Supervisors and Administrators.
2. Demonstrate ethical behavior.
3. Engage in self-development.
4. Follow district policies and administrative rules and regulations.
5. Maintain behavior appropriate to performing and accomplishing assigned duties.
6. Knows what to do to successfully complete assigned work.
7. Project over-all concern for personal appearance as it relates to job performance.
8. Carry out assignments and instructions for supervisor in a competent and efficient manner.
9. Perform assignments in such a manner so as not to interrupt the classroom learning environment.
10. Work in a safe manner with personal safety and the safety of others as the number one priority.
11. Communicate with supervisor and co-workers.
12. Plan and execute work efficiently within the “work order” system.
13. Perform preventive maintenance on all technology equipment
14. Perform good time management and organizational skills.
15. Maintain a clean and safe work environment.
16. Perform other tasks as deemed appropriate and necessary by the superintendent and/or superintendent’s designee.

QUALIFICATIONS:

1. Certificate, license, or other legal credential required: None
 - a. A+, N+, NCP, MCT, and/or MCSE Certification a plus.
2. Degree/experience required and area of major study:
 - a. Associates Degree concentrated in a computer systems related field; or,
 - b. Completion of a trade school, concentrated in a computer systems related field; or,
 - c. 3 or more years of experience designing, deploying, and managing networks.
3. In depth experience with a majority of current switching technologies and routing protocols, including TCP/IP.
4. Strong skills at working alone and in teams, providing technical leadership and support to both team members and clients alike.
5. Possess a valid New Mexico driver’s license appropriate for operating vehicles.
6. Has knowledge of commonly-used concepts, practices, and procedures within the computer field.

PHYSICAL REQUIREMENTS:

1. Physical ability to do manual work for 7 hours per day.
2. Standing, driving, sitting, bending, stooping, kneeling, lifting, climbing ladders. Lifting from floor to mid-thigh maximum (50 pounds) occasionally.
3. Lifting from mid-thigh to shoulder maximum (20 pounds) occasionally. Lifting from shoulder to overhead (10 pounds) occasionally, carrying (30 pounds) maximum occasionally.

SAFETY AND HEALTH:

1. Knowledge of universal hygiene precautions.
2. Knowledge of school safety procedures (fire drills, lockdowns, severe weather, etc.)
3. General knowledge of first aid procedures.

EQUIPMENT/MATERIAL HANDLED:

1. Must know how to properly operate or be willing to learn to operate all multi-media equipment including current technology.
2. Knowledge of proper use of any equipment necessary for safety.
3. Follow all safety precautions in dealing with equipment/material.

WORKING ENVIRONMENT:

Must be able to work within various degrees of noise, temperature, and air quality. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hour work may be required.

TERMS OF EMPLOYMENT:

1. FLSA non-exempt employee.
2. Salary and work year to be established by the Superintendent.

Every employee works for Dexter Consolidated Schools, not only for a particular supervisor or department. Accordingly, employees are expected to act in the best interest of the school district even if doing so requires actions or responsibilities not listed in the above position description.

I have reviewed and agree to the above job description:

Printed Name: _____

Signature: _____

Date: _____

Supervisor: _____

Date: _____