

Wentzville R-IV School District
Position Description
Locator: 9.01

Position Title: Technology Technician I
Reports To: Director of Technology

SUMMARY

Provides support for installation, maintenance, and repair services for District technology resources.

QUALIFICATIONS/REQUIREMENTS

The Technician I shall have earned a high school diploma or its equivalent and possess appropriate technical training, experience and/or certifications. Experience with PC computers. Ability to service PC computers and their related peripherals. Experience with Microsoft operating systems. Experience with network cabling and basic network connection troubleshooting. Experience with network printers.

Preferred: Experience associated with technology in a variety of educational settings. Associates degree in computers or information technology. Computer support work experience within the past six years. A+ certification.

ESSENTIAL JOB DUTIES

- Provides maintenance and technical support for District computers (and their peripherals) throughout the District.
- Assists the Director of Technology in establishing and maintaining an effective inventory system of all technology equipment, including related warranty data.
- Assists all employees in day-to-day operation and implementation of technologies, including trouble-shooting, repairs, and other forms of technical support.
- Provides software support to all staff.
- Installs software (including patches and updates) as needed throughout the District.
- Installs, maintains and troubleshoots printers, projectors, network cabling and Smartboards.
- Performs software audits as directed by the Director of Technology.

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as assigned by the Director of Technology.

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PHYSICAL DEMANDS

Ability to lift up to 40 lbs. on a routine basis to move equipment. Ability to climb ladders, kneel, and walk to install, replace or repair equipment.

ADA COMPLIANCE

The essential functions contained in this job description are in compliance with the Americans with Disabilities Act (ADA) and are not an exhaustive list of the duties performed for this position. The additional duties and responsibilities listed are performed by the individuals currently holding this position and additional duties may be assigned when appropriate.

TERMS OF EMPLOYMENT

Salary and work year to be in accordance with current District Policy. This is a twelve-month work year.

EVALUATION

Performance in this position will be evaluated annually in accordance with the provisions of District Policy on evaluation of support staff personnel.