

MONROE COUNTY SCHOOLS POSITION DESCRIPTION

Title: Technician Instructional Technology

GENERAL DESCRIPTION

The essential function of the position within the organization is to provide technical support and assistance in the installation, maintenance and troubleshooting of information systems used for instruction District-wide. The position is responsible for assisting teachers and staff in determining instructional technology needs; installing and maintaining network, hardware and software, and related technical equipment; providing professional and timely user training and support, and performing related work as assigned. The position works under general supervision independently developing work methods and sequences.

Primary Duties:

This list represents the essential tasks performed by the position. These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other duties as assigned.

Communicates with the District's Technology Committee and other District staff to help determine instructional technology requirements; provides recommendations for technology system development and implementation as appropriate.

Researches, orders and maintains inventory records of equipment, software, materials and supplies as needed.

Provides network, e-mail, hardware and desktop support for teachers, staff and students; provides support and assistance to school webmasters.

Installs, configures, tests and maintains computer software and hardware for instructional operations; upgrades software and hardware as needed.

Installs, configures, tests and maintains networking components, including servers, switches and routers; monitors network performance.

Customizes specialized software packages.

Troubleshoots problems with equipment and systems; makes adjustments and repairs as necessary and/or works with service representatives to resolve hardware and software problems.

Assists teachers in integrating technologies into the classroom.

Designs, creates and maintains assigned databases; facilitates data collection, input and electronic transfer as necessary; prepares custom computer-generated reports and spreadsheets as requested; backs up databases on a regular basis.

Provides hardware and software user training and support to teachers, staff and students as needed; may assist with professional development and/or in-service training activities as required.

Responds promptly to routine and emergency requests for service and assistance.

Moves, sets up and arranges computer equipment as needed.

Sets up projectors, sound systems, laptops, wireless access devices and other technical equipment for

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special events.

May use computer technology to produce slideshows, powerpoint presentations, posters, banners, fliers, invitations and other materials for school activities as requested.

May maintain or assist in maintaining school phone systems and instruct users in system use and features.

As needed, provides technical support and assistance with systems and equipment used for non-instructional purposes.

May supervise and instruct student aides if assigned.

Keeps abreast of new and emerging technologies of potential benefit to District operations and programs; assists in identifying and implementing new systems and equipment.

Receives and responds to inquiries, concerns and complaints in areas of responsibility.

Attends training, seminars and conferences as necessary to maintain and enhance job knowledge and skills.

Prepares various records and reports as required by individual schools, the District and/or other agencies.

Performs routine administrative/office tasks as required, including but not limited to processing work orders, preparing reports and correspondence, copying and filing documents, answering the telephone, sending and receiving faxes, entering and retrieving computer data.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice. Employees are expected to fulfill other duties as assigned.

GENERAL RESPONSIBILITIES AND REQUIREMENTS

Data Responsibility:

“Data Responsibility” refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Coordinates or determines time, place, or sequence of operations or activities based on analysis of data and possibly executes determinations or reports on events.

People Responsibility:

“People Responsibility” refers to individuals who have contact with or are influenced by the position.

Provides assistance to people in achieving task completion; may instruct and supervise assistants as assigned.

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Assets Responsibility:

"Assets Responsibility" refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility and opportunity for achieving moderate economies and/or preventing moderate losses through the management or handling of supplies of high value or moderate amounts of money.

Mathematical Requirement:

"Mathematics" deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses basic algebra calculating variables and formulas, and/or basic geometry, calculating plane and solid figures; may compute discounts, interest, ratios and proportions, and percentages.

Communications Requirements:

"Communications" involves the ability to read, write, and speak.

Reads technical instructions, charts, and/or procedures manuals; composes routine reports and completes job forms; speaks compound sentences using standard grammar.

Complexity of Work:

"Complexity of Work" addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs coordinating work involving guidelines and rules with constant problem solving; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Impact of Decisions:

"Impact of Decisions" refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with moderate impact - affects those in work unit.

Equipment Usage:

"Equipment Usage" refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items.

Safety of Others:

"Safety of Others" refers to responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

EDUCATION AND EXPERIENCE REQUIREMENTS

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Education Requirements:

“Education Requirements” refers to job specific training and education required for entry into the position.

Requires a minimum of a high school diploma or GED.

One year of college or vocational school education in computer technology, information systems management or a related field.

Licenses Certifications Registrations Required:

“Licenses, Certifications, and Registrations” refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires a valid state driver’s license.

May require specific technical certifications as deemed necessary by supervisor.

Experience Requirements:

“Experience Requirements” refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.

Requires two years of related experience.

A comparable amount of training, education or experience can be substituted for the minimum qualifications.

AMERICANS WITH DISABILITIES REQUIREMENTS

Physical Demands:

“Physical Demands” refers to the requirements for physical exertion and coordination of limb and body movement.

Requires light to medium work involving standing or walking most of the time, exerting up to 50 pounds of force on a regular basis, and considerable skill, adeptness, and speed in the use of the fingers, hands, or limbs in tasks involving close tolerances.

Unavoidable Hazards:

“Unavoidable Hazards” refers to unusual conditions in the work environment that may cause illness or injury.

The position is exposed to bright/dim lights, dust or pollen, electrical shock, heights, traffic.

Sensory Requirements:

“Sensory Requirements” refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.

The position requires normal visual acuity and field of vision, hearing and speaking abilities, color perception, depth perception.

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American With Disabilities Act Compliance:

ADA requires the District to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.

Term of Employment:

Annual Contract

Reports To:

Director Instructional Technology

Supervises:

N/A

PAY GRADE: From: 12701 To: 12725

Number of Months: Number of Days: Hours:

Non-Exempt

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____

Board Approved 3/18/2016