

Technology Technician I
School District Job Description

Position Title: Technology Technician I
Department: Technology
Reports to: Technology Director

SUMMARY: The Technology Technician I performs skilled repair and maintenance of all technology- related equipment as well as technical support for all technology-related systems. Employee provides technical support to users including, but not limited to, technical advice on equipment setup and operation, general troubleshooting, and software installation. Employee reads and interprets schematics, wiring diagrams, and repair manuals to provide required technical support.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Other duties may be assigned.

- Repairs, maintains, and upgrades technology-related equipment.
- Reads and interprets schematics, wiring diagrams, and manuals.
- Operates standard and specialized electronics devices in testing and troubleshooting computers and other technology-related equipment.
- Maintains an inventory of electronics components needed to make timely repairs.
- Uses a work-order tracking system for routine repair and maintenance of equipment. Refers complex problems to higher level technical support.

KNOWLEDGE, SKILLS AND ABILITIES

- Basic knowledge of electronic principles and fundamentals of physics as applied in electronics.
- General knowledge of computers and related technology devices.
- General knowledge of electronics devices.
- Familiarity with the operation and uses of standard test equipment.
- Basic knowledge of mathematical principles as applied in electronic circuit analysis.
- Ability to systematically troubleshoot standard electronics devices.
- Ability to communicate effectively with users.

SUGGESTED TRAINING AND EXPERIENCE

Graduation from a two-year college or technical school and one year experience; or equivalent combination of training and experience.

SUPERVISORY RESPONSIBILITIES:

None

Acknowledged _____

Date _____

EVALUATION: This position will be evaluated in accordance with Board policy on Evaluation of Support Staff Personnel.

TERM OF EMPLOYMENT:

Twelve-month employee. Salary to be established by the Board of Education.



Acknowledged _____

Date _____