

WINOOSKI SCHOOL DISTRICT
Job Description: TECHNOLOGY TECHNICIAN

Date Approved/Updated: July 9, 2014

Location: Winooski School District

Job Group: Support Staff, Union

Reports to: Superintendent or designee

Summary of Position Responsibilities: To support the maintenance and facilitation of the day-to-day operations of the district's technology systems.

Essential Duties and Responsibilities:

1. Installs and performs minor repairs to hardware, software and peripheral equipment.
2. Installs, assembles and configures computers, monitors, and peripherals such as printers, scanners, and related hardware; pulls cables and rewires or directs rewiring of cables as required for new installations or reconfiguration.
3. Troubleshoots computer hardware issues, including peripheral equipment; makes repairs and corrections where required.
4. Refers major hardware problems or defective products to the IT Coordinator.
5. Acts as a technical resource in assisting users to resolve problems with equipment.
6. Oversees the daily performance of hardware. (Cleaning/Maintenance)
7. Sets up equipment for employee use.
8. Connects, disconnects and moves technology equipment.
9. Removes, reuses or recycles electronic equipment in an environmentally friendly manner.
10. Works cooperatively with school employees and students under the direction of the IT Coordinator.
11. As a member of the Technology Support Team will create, modify and troubleshoot user accounts.
12. Other duties as assigned.

Supervisory Responsibilities include: N/A

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Associates Degree in computer science, electronics or other appropriate discipline or a combination of education and experience from which comparable knowledge and skills are acquired.

Certificates, Licenses, Registrations:

Language Skills: Ability to read, analyze and interpret documents such as technical procedures operating and maintenance manuals. Ability to effectively present information and respond to questions from students and employees of the district.

Mathematical Skills: Ability to add, subtract, multiply and divide.

Reasoning Ability: Ability to understand and carryout instructions in written, oral or diagram form. Ability to work independently with minimal technical direction.

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Other Skills and Abilities: Ability to explain technical concepts and procedures to non-technical users. Proven ability to organize own work, set priorities and meet critical time deadlines.

Physical Demands:

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

- Standing Walking Sitting Lifting Carrying Pushing
 Pulling Climbing Balancing Stooping Kneeling Crawling
 Crouching Reaching Handling Fingering Feeling Talking
 Hearing Far Vision Near Vision Color Vision Depth Perception Repetitive Motion
 Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i>	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs. XX	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

- Exposure to weather Extreme heat Extreme cold Noise Dust, vapors, fumes
 Time constraints Public contact Deadlines Travel Inside work

Terms of Employment: Twelve-month year. Salary or Hourly Wage and work year to be established by the Board or Designee.

Compensation: As per negotiated agreement.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the negotiated agreement.

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