



## CLINTON COMMUNITY SCHOOLS JOB DESCRIPTION

**Job Title:** Information Technology Technician Specialist

**Qualifications:**

- A practical working knowledge of computers and operating systems.
- Thorough background and training in technology repair and support.
- AA/BA related to computer technology preferred.
- Ability to work cooperatively with staff.
- Ability to communicate effectively.

**Reports To:** Building Principal/ Information Technology Director

### Position Summary

To assist in working with technology needs of the district in identifying needs, in implementation, in preventative maintenance, in repair and all other aspects of technology upkeep and execution of technology advancement.

### Essential Duties & Functions (but not limited to)

- Provide technical assistance for interactive TV/audiovisual, computer equipment printers and peripherals.
- Repair, when possible, or diagnose needed repairs, for all interactive TV/audiovisual, printers and computer equipment.
- Transport equipment or arrange for transport of equipment to and from outside repair facilities if unable to perform repairs in-house.
- Perform periodic cleaning and diagnostic routines on computers.
- Assist staff in making technology purchases that will work within the network environment at Clinton school district.
- Maintain building technology equipment inventory.
- Unpack, inspect, test, mark new equipment, and load software prior to delivery and/or installation.
- Work cooperatively with building administrators and LRC directors in providing on-going "trouble-shooting" training and support for hardware and network software problems to professional and support staff.
- Maintain detailed knowledge of operating systems, WAN, LAN network functioning.
- Assist with installation of new software.
- Provide orientation to new employees regarding our technology system.
- Must be willing to take additional training as necessary and as required.
- Demonstrate flexibility in day to day work and be willing to work throughout the district as managed by the IT director.
- Willingness to collaborate and work on projects together as a team.
- Assist building tech-paras as needed.
- Help with the check-out/check-in of student devices at the start/end of the school year.

### Additional Responsibilities

- Participate in appropriate professional activities.
- Must have the ability to report to work on a regular and punctual basis.
- Perform such other duties as are assigned by authorized representatives of the Board of Education.

### Minimum Qualifications

**Education:** AA/BA related to computer technology preferred.

**Knowledge/Skills/Abilities/Experience:**

- A practical working knowledge of computers and operating systems.
- Thorough background and training in technology repair and support.
- Ability to work cooperatively with staff.
- Ability to communicate effectively.

**Working Conditions:** Primarily climate controlled facilities. Warmer/colder temperatures in other areas.

**Mental Demands/Physical Demands/Environmental Factors:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 40 pounds.

### Other Information

- Demonstrates concern for and sensitivity to the needs of all regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Works courteously and cooperatively with other staff members regardless of their age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- Effectively implements the goals and objectives of the district's multi-cultural, non-sexist educational plan in his/her area.

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It is the policy of the Clinton Community School District not to illegally discriminate on the basis of race, color, national origin, sex, disability, religion, creed, age, marital status and sexual orientation in its educational programs and its employment practices.

The statements contained herein describe the scope of responsibility and essential duties of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts the Board's right to assign or reassign duties and responsibilities to this job at any time unless restricted by law or a negotiated contract.

October 2025