



TITLE: INFORMATION SERVICES TECHNICAL SUPPORT 1

FLSA: Non-Exempt Classified

Salary Range: 14

PURPOSE: To provide entry-level services in support of the district's Information Services program.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Under direct guidance ensures that technology hardware, software, and systems are properly installed, repaired, and supported in an effective and timely manner.
- Under direct guidance accurately assembles computers and peripherals from components for business and classroom environments.
- Maintains, stores, and retrieves information in a timely, accurate, and efficient manner using standard office systems, equipment, and software.
- Performs other related services assigned.

GENERAL PERFORMANCE REQUIREMENTS:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

SKILLS/TRAINING REQUIRED:

- Basic knowledge and/or experience in computers, network operations, design, and maintenance.
- Ability to learn to diagnose and problem solve software and equipment difficulties.
- Ability to use office information systems.
- Ability to communicate effectively, both orally and in writing.
- Ability to independently plan, organize, and carry out work assignments.
- Ability to understand the building/program's instructional goals and carry out work assignments in a manner that supports these goals.
- Ability to formulate ideas for program improvement.
- Ability to travel among district facilities as needed; if driving, the ability to meet district driving standards.



- Standard First Aid Certification, or the ability to obtain certification within two months of hire, may be required.

PHYSICAL DEMANDS: The physical demands described here are representative 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.

While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to stand and use hands to finger, handle, or feel objects, tools, or controls. The employee is required to frequently walk (occasionally on an uneven surface), occasionally sit and reach with hands and arms (frequently reaching above the shoulder), stoop, kneel, or crouch. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

The employee experiences occasional exposure to one or more disagreeable conditions, such as: extreme noise, and moderately hazardous conditions including handling, operating potentially dangerous equipment and the risk of electric shock.

The employee occasionally uses medium-weight tools and/or materials. There is continuous and highly repetitive light physical labor or machine operation.

The employee regularly must lift, move, and/or carry up to 10 pounds, frequently lift and/or move up to 40 pounds with assistance, and occasionally lift and/or move more than 60 pounds with assistance.

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. The noise level in the work environment could be usually moderate to occasionally high.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

The Corvallis School District does not discriminate on the basis of age, citizenship, color, disability, gender expression, gender identity, national origin, parental or marital status, race, religion, sex, or sexual orientation in its programs and activities, and provides equal access to designated youth groups.

The following person has been designated to handle inquiries regarding discrimination: Jennifer Duvall, Human Resources Director and Title IX Coordinator, jennifer.duvall@corvallis.k12.or.us 541-757-5840 | 1555 SW 35th Street, Corvallis, OR 97333

El Distrito Escolar de Corvallis no discrimina en base a la edad, nacionalidad, color, discapacidad, expresión de género, identidad de género, origen nacional, situación de los padres o de su estado civil, raza, religión, sexo u orientación sexual en sus programas y actividades, y proporciona igualdad de acceso a los grupos de jóvenes designados. La siguiente persona ha sido designada para atender las consultas acerca de la discriminación: Jennifer Duvall, Director de Recursos Humanos y Coordinadora de Título IX, jennifer.duvall@corvallis.k12.or.us

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