



Frankfort School District 157-C
10482 W. Nebraska Street, Frankfort, IL 60423
Phone: 815-469-5922 Fax: 815-469-8988
www.fsd157c.org

Job Description: School PC Technician/Technology Assistant

Classification Group: Education Support Personnel (ESP)

Job Summary & Essential Functions:

Under the direction of the Director of Technology, the School Technology Assistant is responsible for performing a variety of routine to moderately complex facility and technology department support to ensure the efficient and effective operations of the district's schools and instructional technology programs. This role will be required to provide hardware and software support for the Technology Department and respond positively to staff, student and administrative inquiries.

Qualifications:

- High School Degree or equivalent required.
- 1-2 years of computer-related servicing experience preferred.
- Experience in school districts is preferred and favorable.
- Demonstrated computer skills with experience using Microsoft Office 365 (Word, Excel PowerPoint, OneDrive, etc.), and student-based software.
- Knowledgeable of computer hardware, software and networking.
- Must be detailed oriented and deadline driven with strong organizational, written and oral communication skills.
- Must be able to multi-task in high paced environment.
- Must be able to work independently and as a part of a team.
- Must maintain the highest level of professionalism, integrity, trust and confidentiality.
- Must have excellent analytical skills to proactively identify obstacles and implement solutions.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to develop effective working relationships with students, staff and the school community

Specific Duties:

- Responsible for maintaining all computer systems in assigned building, providing support, installation and maintenance when needed.
- Provides all necessary equipment for technology setups in the buildings for meetings, institutes, hot lunches and other requested activities.
- Maintain hardware and software inventory of building deployed technology.
- Under administrative direction, assists with implementing, updating and providing training for staff on policies and procedures related to software use.
- Serves as subject matter expert, imaging user machines as needed.
- Manages and maintains the student software data base, independent spreadsheets and files along with organizing and gathering resources needed to perform network enhancements.



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- Researches and responds to technology related inquiries from internal and external sources, including but not limited to assisting with vendors to obtain pricing and technical information regarding hardware warranties, new purchases and replacement parts.

Supervisor:

The School PC/Technology Assistant will report directly to the Director of Technology.

Additional Duties:

The employee in this position will be responsible for any additional duties and/or responsibilities as assigned or required by the Director of Technology.

Physical Activity:

Work will require frequent lifting, pulling or pushing during normal performance of tasks and responsibilities. Work may require frequent walking and standing. Work may require extended periods of sitting and extending periods of viewing a computer screen.

Work Environment:

Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

Evaluation:

Performance will be evaluated in accordance with the provisions of the Board of Education policy 5:320 on evaluation of Education Support Personnel at 90 (ninety) working days (probationary period) and annually thereafter.

Terms of Employment:

This is a full time, 12 (twelve) month position. Compensation determined by the Board of Education.

Salary Range:

\$25.00 - \$28.00 (hourly)

Associated Benefits:

- 15 sick days- completion of probationary period
- 3 personal days- completion of probationary period
- 14 Paid Holidays
- Bereavement Leave
- Health, Dental and Vision Insurance
- Retirement contribution
- 403b & 457b options
- Tuition Reimbursement Available