



## Hays Consolidated Independent School

### Department of Human Resource

**Job Title:** Technology Technician I

**Wage/Hour Status:** Non-exempt

**Reports to:** Director of Technology Services

**Pay Grade:** BP01, 248 Days

**Dept./School:** Technology

**Date Revised:** February 2025

#### Primary Purpose:

Efficiently install, repair, and maintain the following technology equipment: PCs, printers, iPads, Chromebooks, scanners, projectors, bells, digital cameras, telecommunications, clocks, PA, and sound system. Effectively work and support network management and computer maintenance operations, to include work orders, inventory and maintain a productive prioritized workflow.

#### Qualifications:

##### Education/Certification:

High school diploma or equivalent  
Clear and Valid driver's license

##### Special Knowledge/Skills:

Knowledge of computer hardware and software applications  
Ability to install, maintain, and repair computers and peripherals  
Ability to install and maintain network cables and hardware  
Ability to diagnose problems and perform repairs  
Strong organizational, communication, and interpersonal skills.

##### Experience:

Two to three years of technology working experience

#### Major Responsibilities and Duties:

1. Install hardware and software in the most cost-efficient manner and with the least negative impact on equipment, students, teachers, staff, and administrators.
2. Assume responsibility for maintenance of system software/hardware for all Mac and Windows equipment.
3. Create written procedures for hardware/software applications and systems.
4. Ensure network and standalone security for hardware and software.
5. Analyze, resolve, and document network and standalone problems district wide.
6. Analyze changes and enhancements to software issued by the manufacturer or vendor, and determine impact on existing systems, system designs, programming standards and operating procedures.
7. Maintain a current knowledge in new and existing system software and hardware to ensure productivity and capability at the lowest cost ratio.
8. Act as a help desk consultant to hardware and software systems users.
9. Provide technical knowledge, training, and help to technicians, staff, administrators, and teachers in systems, applications, and technology curriculum development and implementations into the classroom instruction.

#### Supervisory Responsibilities:

None

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van; Fork lift, van, electric hand tools, screwdriver, wrench, wire cutters, wire strippers, manual hand truck, manually pallet jack, bolt cutters, cable cutters, cable connector crimpers, fiber tester equipment, telephone butt sets, scissors, drill, Allen keys, air compressor equipment, solder ironing equipment, tone generator equipment, physical cable testers, cable tone sets, ladder 20', crimp master tools, copier, computer, phone, printers, fax, clock systems, bell systems, intercom.

**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders

**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)

**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; occasional work after normal school hours.

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

**EEOC Statement:**

Hays Consolidated I.S.D. will not discriminate against any person in employment or exclude any person from participating in or receiving benefits of any of its activities or programs on any basis prohibited on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor. These protections extend to all management practices and decisions, including recruitment and hiring practices, appraisal systems, promotions, and training and career development programs.

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required. Positions are extended annually based upon availability of funding. Signature of acknowledgement indicates a receipt of aforementioned information.

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Employee Name (please print)

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Date

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Employee Signature

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Badge #