



ITS Summer Temporary Tech – Student

Revised: 5/2023

Job No.: Temporary

FLSA Status: Non-exempt

Reports to: Manager of Secondary Tech Support

Dept./Campus: Information Technology Services

Term: Temporary

PRIMARY PURPOSE:

Support Campus Techs and summer projects. Provide assistance to ITS staff daily tasks preparing campus technology for the upcoming school year.

MAJOR RESPONSIBILITIES AND DUTIES

- Re-distribute campus/district computers and devices
- Clean and image campus/district computers
- Receive, prepare, and set up new computers and devices
- Prepare and collect devices to retire
- Troubleshoot issues with Campus/District Technology

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Experience in LISD ITS Student Techie program
- Demonstrated ability repairing and troubleshooting district devices

Knowledge/Skills/Abilities:

- Knowledge of devices used in Leander ISD
- Skilled at troubleshooting and repairing mobile and desktop computers
- Ability to work on projects without constant supervision
- Ability to follow multi-step processes and directions.

Mental/Physical/Environmental Demands

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Ability to understand, remember and apply oral and/or written instructions or other information.
- May be exposed to outdoor weather conditions during portions of work day.
- Needs to move about inside the classroom or campus to monitor students as necessary.
- Frequent standing, stooping, bending, pulling, and pushing.
- Occasional requires lifting up to 25 pounds.
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.