



MOUNTAIN EDUCATION

Job Description

Position Title: IT Support	
Division/Department: Technology	Evaluation Instrument: Classified
Pay Grade: \$30/hour	Employment Basis: Part-Time, As Needed
Reports To: Principals	
MINIMUM QUALIFICATIONS	
Education: High school diploma or higher	
Certification/License: None required	
Experience: Demonstrated expertise in the field of technology	
Alternatives to the preceding qualifications as the Board may find appropriate and acceptable.	
GOAL STATEMENT	
To serve co-workers, students, and parents with technology needs using proficient computer skills, communication, and problem-solving abilities.	
DUTIES & RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Exhibit a professional attitude and demeanor at all times in dealing with the board, school administration, fellow employees, parents, students and the public. 2. Demonstrate knowledge and proficiency in the use of the Internet and email as applicable to job responsibilities. 3. Demonstrate knowledge and proficiency in the use of other computer applications as applicable to job responsibilities. 4. Demonstrate appropriate written, verbal and telephone communication skills. 5. Comply with school, system, state, and federal regulations and policies including the PSC Code of Ethics as related to job requirements. 6. Maintain confidentiality of sensitive information and material; adheres to chain of command. 7. Participate in workshops and staff development activities and apply what is learned to the job; accept new challenges in a professional manner. 8. Show initiative and assume responsibility for all aspects of job responsibilities; perform routine duties and tasks with little or no direct supervision. 9. Install and maintain computer hardware, software and peripherals incorporating the various configurations used in the system facilities. 10. Assist with monitoring acceptable use policies for computer usage. 11. Provide technical support for school personnel on hardware, software and operating system software in K-12 educational environments. 12. Maintain a maintenance and repair schedule of computer hardware. 13. Support technology needs of all departments. 14. Adhere to guidelines of network security. 15. Investigate and solve reported problems and assist school staff in dealing with technology issues. 16. Determine efficient methods of maintaining and manipulating data. 17. Maintain a sufficient level of knowledge regarding relevant technical developments. 18. Assist in supporting student information and administrative system needs. 19. Work effectively with other technology staff. 20. Communicate effectively and work cooperatively with school and district-level personnel to support the district's mission and objectives. 21. Maintain an inventory of technology supplies such as printer toner and spare computer parts. 22. To be assigned other duties and/or responsibilities as directed by the Technology Director. 23. Supervision of students in an ME setting. 24. Ensure the integrity, accuracy, and security of all records. 25. Maintain a high level of ethical behavior and confidentiality of information. 26. Maintain a pattern of prompt and regular attendance and perform all duties as assigned effectively and efficiently. 27. Participate in professional learning as assigned. 28. Communicate clearly and concisely, both orally and in writing. 29. Demonstrate appropriate verbal, written and telephone communication skills. 30. Complete routine tasks with little or no direct supervision. 31. Able to perform tasks involving periods of standing, walking, and sitting. 32. Able to perform the essential job functions with reasonable accommodations. 33. Perform other duties as assigned. 	

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be responsible for as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed - even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. It should also be noted that the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: January 2024