



K-8 Desktop Technician
Job Description

JOB INFORMATION

<i>Job Title:</i>	K-8 Desktop Technician
<i>Version Date:</i>	1-28-25
<i>Salary Grade:</i>	K-8 Desktop Tech (Classified F)
<i>Category:</i>	Classified
<i>Department:</i>	Department of Technology
<i>Work Year:</i>	208 Day, 12 Month Contract
<i>FLSA Classification:</i>	Non-exempt

The K-8 Desktop technician position is to provide technical support for end-user technology needs within the classroom and Office environments. Support includes installing, servicing, and repairing end-user technology used in the school environment. In addition to maintaining the end-user technology, the technician is also responsible for working with the end users to train on new technologies and develop uses for technology that will enhance the classroom experience.

Essential Functions

<i>Essential Function</i>	<i>% TIME (% of day or week)</i>
Perform proactive maintenance on technology components in the classroom environments. Maintenance will include computers, monitors, projectors, printers, scanners, and peripheral devices used to support the technology within the classroom.	25%
Responsible for all hardware repairs and warranty claims on the technology used within the classroom, along with maintaining a parts inventory to support hardware repairs	40%
Work with staff to develop training programs to enhance technology integration into the classroom environment.	4%
Work with vendors to improve performance and capabilities of technology within the classroom environment.	4%
Work with hardware/software companies to resolve issues and provide solutions for the end-user.	10%
Assist with the installation, operation, and maintenance of District-wide area networks and school based local area networks and other technologies as designated by School District 70 technology policies and specifications.	15%
Other duties related to technology as assigned by Supervisor(s).	2%

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Certification Requirements

Required	High School Diploma or GED		
Preferred	Bachelor's Degree in Computer Information Systems or a related field		
Preferred	Certifications such as A+, Network+		

Work Experience/Knowledge

2 or more years	Relevant experience in Desktop Support.		
1 year or more	Demonstrated working knowledge of desktops and laptops.	Required	
1 year or more	Experience with operating systems (Mac OS, Windows, and Chrome OS)	Preferred	
1 year or more	Experience with Google Admin Console	Preferred	
1 year or more	Experience Smartboard, smart TVs, and similar technology	Preferred	
	Must be able to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.	Required	
	Prior experience in a medium to large-sized K-12 public school district	Preferred	

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Carrying				X		
Climbing Stairs				X		
Crouching				X		
Grasping				X		
Grip				X		
Handling				X		

Physical Demands

<i>Physical Demand</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>	<i>Weight</i>
Kneeling				X		
Reaching (Abduction)			X			
Reaching (Adduction)			X			
Lifting (Above Shoulder)			X			
Pinch		X				
Pulling (Horizontal)			X			
Pulling (Vertical)			X			
Pushing (Horizontal)			X			
Pushing (Vertical)			X			
Lifting (Floor to Waist)				X		
Lifting (Waist to Shoulder)				X		
Reaching (Forward)				X		
Vision (Far)				X		
Reaching (Waist to Shoulder)				X		
Reaching (Above Shoulder)		X				
Reading				X		
Repetitive Motions			X			
Sitting			X			
Standing				X		
Wrist Deviation (Wrist Extension)			X			
Reaching (Floor to Waist)			X			
Vision (Near)				X		
Walking				X		
Wrist Deviation (Pronation)			X			
Wrist Deviation (Radial Deviation)			X			
Wrist Deviation (Supination)			X			
Wrist Deviation (Ulnar Deviation)			X			
Stooping		X				
Wrist Deviation (Wrist Flexion)			X			

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

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Extreme cold		X			
Extreme heat		X			
Humidity		X			

Working Environment

<i>Working Condition</i>	<i>NA</i>	<i>Rarely</i>	<i>Occasionally</i>	<i>Frequently</i>	<i>Constantly</i>
Wet		X			
Noise		X			
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			
Other					X

Valid Driver's License Required

Yes	<i>Valid Driver's License</i>
Yes	Valid driver's license with a safe driving record for driving district vehicles.

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.