

## Campus Technician Level 1 JOB DESCRIPTION

April 2023

**Job Title:** Campus Technician

**Dept/School:** Technology

**Reports to:** Executive Director of Learning Technologies

**Pay Grade:** See Compensation Sheet

**Days Per Year:** 226

**Updated:** April 2023

**Primary Purpose:** Uses problem solving and analytical skills to resolve technical issues and challenges necessary to ensure efficient and effective use of technology.

### Qualifications:

#### Education/Certification:

High school diploma or GED

Valid Texas driver's license

#### Special Knowledge/Skills:

Ability to work effectively with others

Ability to communicate effectively

Strong organizational, communication, and interpersonal skills

Knowledge of Google, Microsoft Operating Systems and Applications

#### Experience:

Educational technology experience in a K-12 public school system (Preferred)

#### Responsibilities and Duties:

1. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, instructional equipment, and software.
3. Install and configure application and operating system software and upgrades.
4. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.
5. Assist with the organization and distribution of technology-based material for classroom use.
6. Diagnose and repair network connectivity and hardware issues, including printers, terminals, and personal computers.
7. Remove old equipment and perform data migration to new machines.
8. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.
10. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
11. Identify, request, and control the inventory of repair parts.
12. Compile, maintain, and file all physical and computerized reports, records, and other documents.
13. Comply with policies established by federal and state law, State Board of Educator Certification rule, and local board policy. Comply with all district and campus routines and regulations.
14. Participate in professional development to improve skills related to job assignment
15. Respond to after-hours emergencies as needed.
16. Maintain confidentiality

17. Demonstrate professional, ethical and responsible behavior
18. Perform other duties as assigned

**WORKING CONDITIONS:**

**(Mental demands, physical demands, environmental factors)**

1. Maintain emotional control under stress.
2. District wide and occasional statewide travel; frequent prolonged and irregular hours.
3. Lifting and moving materials, computers, boxes, etc.
4. Ability to stoop, kneel, crouch, walk, twist, bend, climb, drive and/or be mobile
5. Repetitive hand motions
6. Prolonged computer use

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.