

## **STANDARD SCHOOL DISTRICT**

### **Job Description**

**Job Title:** Technician I, Technology and Information

#### **JOB SUMMARY:**

Under general direction of the Director, Technology and Information Systems, or other superintendent designee, administer overall technology and information systems district-wide; assist with planning and coordination of the operation of all technology systems in the district (including LAN/WAN systems); responsible for the installation and operation of district software and hardware; assist with technology planning and installation needs of the district; evaluate and prepare bid specifications; provide training and in-service in general computer use, software applications, server operations and capabilities; work with staff to establish curricular goals in technology; assist with preparing and submitting technology grants; and other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

Knowledge of voice, data, and video telecommunications technology; network hardware and software; project management; operating systems (ChromeOS, Linux, and Windows, etc.); Internet protocols and E-Mail; Ethernet, twisted pair cabling, fiber optic cabling, and punch-down methodology; Wireless technology; network protocols; switches, bridges, routers, and related equipment; methods, materials, tools, equipment, and procedures used in the installation, maintenance, testing, and repair of communications and peripheral equipment; principles of computer and communications systems; computer network security; principles of training; safe work practices; education applications including student information systems; databases; financial systems; directory services; authentication systems and services; automation of integrated systems; hosted systems.

#### **EXPERIENCE:**

Three years of increasingly responsible experience managing complex technical local-area and wide-area networking and systems administration.

#### **EDUCATION/TRAINING:**

Equivalent to the completion of a Bachelor's degree from an accredited institution with major course work in telecommunications, engineering, computer science, business, or related fields. Specific recent training in telecommunications and computer systems management is desirable. Equivalence considerations may be given to combinations of education and experience.

**LICENSE OR CERTIFICATE:**

The following certificates are preferred: Red Hat Certified Engineer, Microsoft Certified Systems Engineer, Linux Professional Instructor, Certified Linux Engineer, Cisco Certified Network Associate.

**ESSENTIAL FUNCTIONS OF THIS POSITION:**

1. Plan, organize, coordinate, and direct complex network development projects.
2. Prepare and maintain records, reports, and work estimates.
3. Work independently.
4. Communicate clearly and concisely in oral and written forms.
5. Establish and maintain cooperative working relationships.
6. Network equipment and infrastructure maintenance and troubleshooting
7. Manage and maintain third party relationships pertaining to district technology.
8. Incorporated within one or more of the previously mentioned essential functions of this job description are the following essential physical requirements:

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|---------------|--------------------|----------------------------------|
| 1. Seldom     | = Less than 25%    | 3. Often = 51.75%                |
| 2. Occasional | = Less than 25-50% | 4. Very Frequent = 76% and above |
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|----------|----|---|
| <u>4</u> | a. | Ability to work at a desk, conference table, or in meetings of various configurations.                                    |
| <u>4</u> | b. | Ability to stand and circulate for extended periods of time.  |
| <u>4</u> | c. | Ability to see for purposes of reading laws and codes rules and policies and other printed matter and observing students. |
| <u>4</u> | d. | Ability to hear and understand speech at normal levels.   |
| <u>4</u> | e. | Ability to communicate so others will be able to clearly understand normal conversation.                                  |
| <u>2</u> | f. | Ability to bend and twist, kneel and stoop, run and crawl.  |
| <u>2</u> | g. | Ability to reach in all directions.   |
| <u>2</u> | h. | Ability to lift 50 lbs.   |
| <u>2</u> | i. | Ability to carry 25 lbs.  |

**OTHER RELATED FUNCTIONS OF THIS POSITION:**

1. Other duties as assigned related to the Director, Technology/Information System position.

Employee: \_\_\_\_\_ Date: \_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

This position will receive a monthly car allowance commensurate with the required in district travel and assignment location(s) as established by District Administration.