

TITLE: Classroom Technician

QUALIFICATIONS: 1. High school diploma or equivalent
2. Driver's license
3. Effective time management capacity
4. Effective teamwork capacity
5. Effective communication capacity

REPORTS TO: Technology Director

JOB GOAL: The purpose of the SCSD#2 technology team is to empower and support learning through technology use. With collaboration from the technology team, a classroom technician's role is to implement technology team procedures related to installation, maintenance, logistics management, and basic troubleshooting of classroom technology tools in order to ensure exceptional service to faculty and staff and peak performance of technology tools and systems.

PERFORMANCE RESPONSIBILITIES:

1. Support school faculty and staff in their use of classroom technology services.
2. Organize, inventory, and provide maintenance for classroom tools: student devices, teacher devices, projectors, media systems, phones, and associated peripheral tools.
3. Organize and maintain school network closets.
4. Utilize district technology help desk software to track assigned support tickets, following customer support protocols to efficiently and effectively provide support within schools.
5. Collaborate with technology team members on ticket resolutions, development and implementation of school technology processes, and on other department projects.
6. Perform other duties as assigned by a supervisor.

TERMS OF EMPLOYMENT: Employment relationship with the District is at will and of indefinite duration. Salary and fringe benefits to be set by the Board of Trustees.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of Classified Personnel.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related tasks other than those specifically presented in this description. Fair

Labor Standards Act (exempt/non-exempt) is designated by position. Sheridan County School District No. 2 actively supports Americans with Disabilities Act and will consider reasonable accommodations.