



Byron Public Schools
Independent School District #531
Byron, Minnesota

TITLE: Information Systems Technician

CLASSIFICATION: 260

QUALIFICATIONS:

1. High school diploma. Associates degree preferred.
2. Education, experience, or certification in administering, troubleshooting, and repairing computers and network platforms.
3. Ability to understand and communicate technical issues and solutions in a non-technical manner.
4. Comfortable working in a team environment, as well as working independently with minimal supervision.
5. Must be able to lift up to 40 lbs.
6. Valid MN drivers license required for travel between district buildings.
7. Excellent time management skills and ability to work on multiple projects at one time

REPORTS TO: Director of Information and Learning
Technology

JOB GOAL: To provide technical training and support to district users and assist in the implementation of the district's technology plan.

PERFORMANCE RESPONSIBILITIES:

1. Prioritizes, troubleshoots, upgrades and repairs computer/network problems. Repairs, maintains and installs computer and network related hardware, peripherals and software/apps essential to the facilitation of student learning and district operations.
2. Provides technical guidance and support remotely and on site in a timely manner.
3. Provides friendly and timely tech support, keeps accurate helpdesk records, directs unresolved issues to the next level of support personnel.
4. Provides training to end users in the use of software and hardware and other classroom technologies.
5. Assists in the administration, support and maintenance of building/district systems such as Google Apps for Education, mobile device management systems, district web portal, district student information system (Infinite Campus), district/building assessment systems, Moodle, and other department or subject related programs.
6. Assists in the administration/maintenance of district servers and security systems.



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7. Maintains established levels of support and accurate records of time and material required to perform repairs and service through the use of the district's helpdesk system.
8. Researches and attends workshops to keep current in new computer applications and equipment used by the district.
9. Responsible for inventory of hardware and software.
10. Reviews and evaluates new hardware and software that will enhance the district information technology process.
11. Participates on district technology committee.
12. Able to lift, move and inspect computer terminals, printers and related equipment.
13. Employee is responsible to be knowledgeable about all district policy.
14. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Employee Acknowledgment

Date

This organization reserves the right to revise or change job duties and responsibilities as the need arises. This job description does not constitute a written or implied contract of employment.

Approved: June 1999
Reviewed: November 2018
Revised: November 2018