

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title: Campus Technology Assistant	Wage/Hour Status: Non-Exempt
Reports To: Principal at Assigned Campus	Pay Range: 745
Dept./School: Technology	Date Revised: 12/11/18

Primary Purpose:

Responsible for overseeing and ensuring the smooth operation of all technology at the campus level.

Qualifications:

Education/Certification:

High school diploma or equivalent

Special Knowledge/Skills:

Possess a general knowledge of how campus technology equipment is assembled and operated

Possess a general knowledge of Windows10 Operating System

Proficient with the use of Microsoft Office Suite

Ability to prioritize work and meet deadlines

Effective communication and interpersonal skills

Ability to use Command Prompt to verify IP address of systems

Ability to change bios boot order when required

Experience:

Troubleshooting computers, printers, audio visual equipment, and scanners (preferred)

Major Responsibilities and Duties:

Maintain the campus computers, printers, projectors and all other technology for teachers and students

Reimage workstations and laptops as required

Powerwash and enroll district Chromebooks

Troubleshoot all types of campus-based technology hardware and software. This includes CPU's, monitors, cables, printers, CD-ROMs, keyboards, mice, headphones, speakers, projectors and other parts of AV bundles

Responsible for protecting the integrity of the network by only loading district approved software on individual workstations

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Troubleshoot problems with instructional software

Submit Repair tickets when needed - making every effort to diagnose the problem so the repair call can be assigned and handled in an efficient manner

Maintain printers for ease of use by staff and students-- proper settings on control panels, assign workstations to printers, and clear print queues

Maintain district audio/visual equipment

Update files on workstations

Serve as support for Windows platform and have a general knowledge of the network software programs

Serve as the building contact for the Technology staff, vendor support staff, and campus staff

Coordinate and participate in the delivery and setup of equipment

Serve as building coordinator whenever network maintenance is scheduled

Maintain technology inventory database

Record and report theft of equipment and file necessary reports with police

Maintain and keep adequate supplies of printer toner cartridges in inventory

Communicate acceptable use guidelines with building staff

Operate the Mobile Broadcast Cart and assist with campus announcements

Serve as site trainer for district technology implementations and network training

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Equipment Used:

Computer, printer, AV equipment, peripheral devices, copier, and scanner

Working Conditions:

Mental Demands:

Reading; ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands/Environmental Factors:

Work with frequent interruptions; frequent standing, stooping, bending, kneeling, pushing and pulling; prolonged use of computer and repetitive hand motions; occasional climbing of a ladder and lifting up to 50 pounds

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Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved By: W. Noel McBee, Compensation Coordinator **Date:** 12/11/18 _____

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date:** _____