

1 **Board Policies**

BLAIR-TAYLOR SCHOOL DISTRICT

2
3 **Series: 500**
4 **Section: 540**
5 **Policy #: 541.71**

PERSONNEL
SUPPORT STAFF POLICIES
INFORMATION TECHNOLOGY (IT)TECHNICIAN

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9 **JOB TITLE:** IT Technician

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12 **JOB SUMMARY:** Installs, maintains, troubleshoots and upgrades computer hardware, software,
13 personal computer networks, peripheral equipment and district electronic mail
14 systems. Assesses user training needs and trains users in effective use of
15 applications, makes recommendations regarding hardware and software
16 acquisitions.

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18 **REPORTS TO:** Superintendent

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20 **JOB DUTIES:**

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22 1. Installs and troubleshoot hardware/software at school sites and district offices.
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24 2. Installing, configuring, assembling and repairing computers, monitors, network infrastructure and
25 peripherals such as printers and related hardware.
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27 3. Effectively uses district technologies appropriate to the position and assumes responsibility for
28 attending training needed to successfully perform designated responsibilities as directed by the
29 district.
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31 4. Provide support to all levels in the district on a need to and equitable basis.
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33 5. Implements technology based on district's Information Technology Plan.
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35 6. Assesses the technology needs and makes recommendation to the district's technology committee.
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37 7. Shares in the planning and implementation of district's needs with staff and technology committee.
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39 8. Takes all necessary and reasonable precautions to protect students, equipment and facilities.
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41 9. Coordination of the records of network design, inventory, and status.
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43 10. Provide support of web page maintenance.
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45 11. Provides a copy of district technology schematic (plan) and passwords to superintendent.
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47 12. Maintains accurate, complete and correct records as required by law, district policy and
48 administration.
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50 13. Communicates immediate concerns directly to building administration.
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52 14. Available, upon request, for teacher, staff, and student/parent consultation.
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54 15. Strives to maintain and improve professional competence.
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56 16. District web master support.

57 17. Any other duties as assigned by the superintendent.
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59 **QUALIFICATIONS:** Qualifications have been identified as Required or Preferred
60 for the job.

61 (R) = Required

62 (P) = Preferred

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- 64 (R) Equivalent to completion of two years of college-level coursework in
65 computer science, information technology or a related field and two years
66 general computer installation, maintenance and repair experience; or an
67 equivalent combination of education and experience sufficient to perform
68 the essential job duties listed above.
- 69 (R) Experience in Microsoft applications (Word, Excel, Access, PowerPoint)
- 70 (R) Ability to organize own work, set priorities and meet critical time deadlines.
- 71 (R) Working knowledge of interactive television, computer hardware and software, peripherals, and
72 other related technology.
- 73 (R) Certification as a teacher aide by the Department of Public Instruction, Technical College, or by
74 local school certification procedures.
- 75 (R) Effective written and oral communication skills, and the ability to work with students, parents, and
76 educators.
- 77 (R) Successful experience working with children.
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- 79 (R) General first aid training and CPR certification.
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- 81 (R) Interpersonal skills to deal courteously and effectively with students,
82 teachers, and administration.
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84 **PHYSICAL CHARACTERISTICS:**

85 The Dictionary of Occupational Titles characterizes this job as a Medium position. Medium work is
86 defined as: Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force
87 frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects.

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89 The Classification of Jobs further defines the physical factors as: Frequently reaching, handling,
90 talking, hearing and working with near visual acuity. Occasionally fingering and working with far
91 visual acuity.

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93 **TERMS OF EMPLOYMENT:** May be either a 9-month full-time or 9-month part-time position

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95 **EVALUATION:** To be completed periodically by the superintendent with input from building
96 principal.

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104 **LEGAL REFERENCE:**

S. 120.12 Wis. Stats.

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106 **First Reading: 10/07/91**

Adopted: 10/21/91

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Amended: 11/04/98

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Amended: 08/30/04

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Amended: 05/19/08

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Amended: 05-18-10

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Clerk: _____