

Job Title: Technician – Information Technology III



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.

FLSA Status: Nonexempt
Reports to: Appropriate Supervisor or Designee
Supervises: Appropriate Staff as required
Pay Grade: Professional – 13

APPROVED
ESCAMBIA COUNTY SCHOOL BOARD

APR 18 2023

DR. TIMOTHY A. SMITH, SUPERINTENDENT
VERIFIED BY RECORDING SECRETARY

JOB SUMMARY

The purpose of this position is to deploy and maintain all technology services in schools and administrative offices to achieve the District's mission and strategic aims.

ESSENTIAL JOB FUNCTIONS

- Provides digital device support for a variety of mobile and web-based educational programs.
- Configures, deploys, and maintains computing and technology services.
- Works with appropriate District personnel to ensure the effective integration of administrative and instructional systems.
- Maintains audiovisual equipment for accessing instructional material and building collaboration across environments.
- Sets up, maintains, troubleshoots, and operates live streaming and live broadcast equipment for board meetings and other staff meetings.
- Develops service support procedures for the efficient delivery of assigned technology services.
- Develops and encourages teacher's skills in the use of school computing networks for assessing instructional material and building collaboration across environments.
- Assists administrators and staff in assessing their technology needs and provide direction or resources to meet those needs.
- Implements and supports school-wide computing networks (including network servers, network communications equipment, workstations, laptops, Chromebooks and peripherals) throughout the District.
- Provides support for District personnel in troubleshooting problems relating to computer applications, operating systems, and network operating systems.
- Conducts research, collaborates with colleagues, and analyzes technical and instructional problems in order to affect solutions.
- Maintains information in an accessible fashion and support users in doing the same.

- Supports users, schools, District administration and Department of Education (DOE) reporting processes in collecting, verifying, reporting, and managing student information.
- Sets up, maintains, troubleshoots, and operates live streaming and live broadcast equipment for board meetings and other staff meetings.
- Provides technical support to tier I Service Desk technicians to expedite problem resolution to the end user's satisfaction by troubleshooting problems relating to computer applications, computer operating systems, and network operating systems.
- Responds quickly and effectively to requests escalated through the IT Service Desk telephone ticketing system by providing instruction to tier I support, resolution, or escalating to appropriate support tier as needed.
- Monitors IT Service Desk for escalated tickets and processes first-in first-out based on priority and identifies and escalates to appropriate support tier as needed.
- Assists tier I support with new user initial account access and orientation.
- Provides tier I Level Service Desk support if needed and/or deemed necessary by the Manager – Technology Support.
- Plans, implements, and maintains audiovisual and portable audiovisual presentations; assists technology staff with audiovisual systems.
- Communicates with vendor technical support to resolve hardware and software problems.
- Keeps supervisor informed, through proper channels, of potential problems or unusual events.
- Responds to inquiries and concerns in a timely manner.
- Disseminates information and current research to appropriate personnel.
- Keeps well informed about current trends and best practices in areas of responsibility.
- Maintains expertise in assigned areas to fulfill project goals and objectives.
- Promotes and support professional growth for self and others.
- Develops annual personal goals and objectives consistent with and in support of District goals and priorities.
- Attends training sessions, conferences, and workshops to keep abreast of current practices and programs.
- Demonstrates initiative in the performance of assigned responsibilities.
- Prepares all required reports and maintains appropriate records.
- Demonstrates support for the School District and its goals and priorities.
- Works in a proactive and self-directed manner to plan and carry out the objectives and priorities of the department and District.
- Exhibits interpersonal skills to work as an effective team member.
- Follows the policies and procedures of the Information Technology Department and all School Board policies, rules, and regulations.
- Performs other duties as assigned.

MINIMUM REQUIREMENTS

- Associate's Degree from an accredited educational institution in Computer Science, Computer Technology, Instructional Technology, Systems Science, Engineering, or related field.
- Minimum of three (3) years of successful experience in dealing with technology support in schools and offices.
- IT professional certification or equivalent as identified by Director – Information Technology.

- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Requires the ability to display knowledge of major hardware platforms and operating systems, including but not limited to Macintosh OS, and Microsoft Windows, Chrome OS and iOS.
- Requires the ability to display basic knowledge of major network operating systems, including Linux, Google Workspace and Microsoft Windows.
- Requires the ability to identify hardware and software issues relating to computing devices in school environments in order to affect resolution.
- Requires the ability to display knowledge of operation, maintenance, and use of digital audiovisual equipment and services.
- Requires the ability to organize and prioritize activities.
- Requires the ability to communicate effectively, both orally and in writing.
- Requires the ability to determine the approach for work using provided guidelines.
- Requires the ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills.
- Requires the ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Requires the ability to make recommendations that impact the budget.
- Requires the ability to repair, develop, or install telecommunications systems and computer hardware or network systems.

PHYSICAL DEMANDS

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, hearing, mental acuity, speaking, talking, and visual acuity.

WORKING CONDITIONS

Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.

Date of Board Approval: June 20, 2017, effective July 1, 2017

Date of Revision: April 18, 2023, effective July 1, 2023

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