**NESHOBA COUNTY SCHOOL DISTRICT**

**JOB DESCRIPTION**

**POSITION TITLE**: School Technology Technician

**TITLE OF SUPERVISOR**: Technology Director in Coordination with Principal

**GENERAL RESPONSIBILITIES:** Maintains the school’s micro-computer systems and assist in all other areas that require technological expertise. Provides guidance and direction of the use of technology in assigned school.

**A SALARY:** Salary is reflective of the Neshoba County School District salary schedule.

**QUALIFICATIONS:**

• Associates Degree required, Bachelor’s Degree preferred.

• At least three years of experience preferred.

• Such alternatives to the above qualifications as the Board may find appropriate and acceptable

**DESCRIPTION OF DUTIES:**

1. Install and/or work with vendor personnel on installation of hardware and peripheral components;
2. Install, troubleshoot and configure access points, POS system, etc.;
3. Load specified software packages such as operating system, word processing, or spreadsheet programs and replace defective or inadequate software packages;
4. Assist with Google Admins console configuration issue i.e., push out apps, and add and update users;
5. Add users to active directory;
6. Assist with the tracking of school technology devices;
7. Add allowed devices to the wireless DCHP filter to allow connectivity through MAC filtering;
8. Troubleshoot and install software on interactive panels, 3D printers, etc.;
9. Troubleshoot data cards, issues with audiovisual equipment, and switch port configuration issue with IT director and e-rate engineer;
10. Install, configure, and VOIP phones for new and current users;
11. Instruct user in basic use of equipment, software, and manuals;
12. Answer inquiries in person and via telephone concerning systems operation. Recommends or performs minor remedial actions to correct problems based on knowledge of system operation;
13. Consult with administration about problems such as computer equipment performance, output quality, and maintenance schedule and replacement schedule;
14. Recommend purchase of equipment;
15. Train administrator, teacher, and students in the use of various technologies;
16. Work with teachers in the integration of technology applications;
17. Provide on-site technology assistance to staff;
18. Troubleshoot, configure, and maintain the district’s security camera system;
19. Assist with configuration of remote door security devices;
20. Assist other school technicians when needs arise;
21. Attend training workshops, technical conferences, and seminars to keep abreast of new software and hardware product developments;
22. Help promote cybersecurity awareness with teachers and users;
23. Refer major hardware problems to vendor service personnel for correction. Work with vendor personnel to ensure problems are corrected;
24. Assist the Technology Director in updating the district’s technology plan;
25. Complete and file with appropriate agencies, required paper work that relates to computer support technology;
26. Keep administrators and staff current in development of new technologies; and
27. Perform other such duties as assigned by supervisor.

Revised 10/15/2020