

SPECIAL MEETING – MARCH 28, 2007
JOB DESCRIPTIONS

CHIEF ACADEMIC OFFICER

- A) Technology Support Technician I
- Establish new job classification, Technology Support Technician I, and assign to Salary Level 11 on the AESOP Salary Schedule.
 - **Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)**
- B) Technology Support Technician II
- Establish new job classification, Technology Support Technician II, and assign to Salary Level 12 on the AESOP Salary Schedule.
 - **Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)**
- C) Technology Support Technician III
- Establish new job classification, Technology Support Technician III, and assign to Salary Level 14 on the AESOP Salary Schedule.
 - **Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)**
- Fiscal Impact of A, B, and C, \$2,479,862 to be funded from Capital funds.

**SPECIAL MEETING – MARCH 28, 2007
JOB DESCRIPTIONS**

IMPACT ON CHILDREN IN THE CLASSROOM

CHIEF ACADEMIC OFFICER/ CHIEF OPERATING OFFICER

ITEM	TITLE	ACTION*	IMPACT ON CHILDREN
A	Technology Support Technician I	N	These positions serve to efficiently utilize existing technology resources at school sites, improving teacher instructional capabilities and students use of technology.
B	Technology Support Technician II	N	
C	Technology Support Technician III	N	

***ACTION CODES:**

J – Job Description Revision

N – New Job Description

R – Reclassification

TITLE: *TECHNOLOGY SUPPORT TECHNICIAN I*

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Microsoft Certified Professional (MCP) preferred.
3. Successful experience in use of computers, computer peripherals and related audio and visual equipment.
4. Demonstrated proficiency in written and verbal communications.
5. Demonstrated knowledge of Windows 2000 and newer, MS Office, and networking principles and concepts.
6. Passing score on District administered Technology Skills Level I Test (Basic).
7. Demonstrated ability to work effectively as team member within an educational setting or comparable environment.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Works with District IT staff to implement projects and monitor school-based systems.
2. Provides preventive maintenance for equipment and facilitates technology support work orders.
3. Manages the various databases at an elementary or middle school center utilizing current District-approved data management software technologies.
4. Maintains the users email directory for the school.
5. Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)
6. Facilitates collaborative school site efforts in coordinating technology implementations, training and upgrades.
7. Images/re-images computer desktops; deploys/installs software, updates, upgrades and patches.
8. Attends training and informational meetings in support of District information and educational technology initiatives.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 11
Salary Range: \$22,542 – \$39,529
Bargaining Unit: A
Responsible to: Principal and/or Library Media Specialist

Capable of lifting/carrying 20 lbs. And occasionally up to 50 lbs.; some physical activity required.

TITLE: *TECHNOLOGY SUPPORT TECHNICIAN II*

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Microsoft Certified Professional (MCP) preferred.
3. Successful experience in use of computers, computer peripherals and related audio and visual equipment.
4. Demonstrated proficiency in written and verbal communications.
5. Demonstrated knowledge of Windows 2000 and newer, MS Office, and networking principles and concepts.
6. Passing score on District administered Technology Skills Level II Test (Intermediate).
7. 12 months successful experience at the Technology Support Technician I level or equivalent.
8. Demonstrated ability to work effectively as team member within an educational setting or comparable environment.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Works with District IT staff to implement projects and monitor school-based systems.
2. Provides preventive maintenance for equipment and facilitates technology support work orders.
3. Manages the various databases at an elementary or middle school center utilizing current District-approved data management software technologies.
4. Maintains the users email directory for the school.
5. Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)
6. Facilitates collaborative school site efforts in coordinating technology implementations, training and upgrades.
7. Images/re-images computer desktops; deploys/installs software, updates, upgrades and patches.
8. Attends training and informational meetings in support of District information and educational technology initiatives.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 12
Salary Range: \$24,639 – \$42,514
Bargaining Unit: A
Responsible to: Principal and/or Library Media Specialist

Capable of lifting/carrying 20 lbs. And occasionally up to 50 lbs.; some physical activity required.

TITLE: *TECHNOLOGY SUPPORT TECHNICIAN III*

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Microsoft Certified Professional (MCP) preferred.
3. Successful experience in use of computers, computer peripherals and related audio and visual equipment.
4. Demonstrated proficiency in written and verbal communications.
5. Demonstrated knowledge of Windows 2000 and newer, MS Office, and networking principles and concepts.
6. Passing score on District administered Technology Skills Level III Test (Advanced).
7. 2 years successful experience at the Technology Support Technician I and/or II level or equivalent.
8. Demonstrated ability to work effectively as team member within an educational setting or comparable environment.

PERFORMANCE RESPONSIBILITIES:

Essential Functions:

1. Works with District IT staff to implement projects and monitor school-based systems.
2. Provides preventive maintenance for equipment and facilitates technology support work orders.
3. Manages the various databases at a high school center utilizing current District-approved data management software technologies.
4. Maintains the users email directory for the school.
5. Provides assistance to school personnel in operation of computers and other instructional technologies (document cameras, projectors, presentation software, interactive technology boards, etc.)
6. Facilitates collaborative school site efforts in coordinating technology implementations, training and upgrades.
7. Images/re-images computer desktops; deploys/installs software, updates, upgrades and patches.
8. Attends training and informational meetings in support of District information and educational technology initiatives.

Additional Job Functions:

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 03/07
Salary Level: 14
Salary Range: \$29,436 – \$49,175
Bargaining Unit: A
Responsible to: Principal and/or Library Media Specialist

Capable of lifting/carrying 20 lbs. And occasionally up to 50 lbs.; some physical activity required.