

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Class I – IT Technician  
Novell CNA, Microsoft MCP or Comp TIA A+ or Network + certification

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Director of Technology  
**LENGTH OF WORK:** 260 days / year

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**JOB GOALS:** Maintain technology equipment and assist staff in its use.

**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Configure, maintain, troubleshoot and repair technology equipment such as computers, printers, video displays, PDA's, data projectors, visual presenters, video conference devices, scanners, cameras, telephones, televisions and other associated peripherals.
2. Install and configure software applications used by the corporation onto corporate computers.
3. Apply software application upgrades and patches as instructed by the Technology Director.
4. Troubleshoot and/or resolve staff and student issues with technology equipment, network connectivity and software applications.
5. Train and support staff and students on proper use of technology equipment and software applications.
6. Perform periodic preventive maintenance on technology equipment.
7. Complete daily paperwork consisting of service orders and production reports.
8. Assist with maintenance of the corporate network servers and infrastructure equipment.
9. Must maintain a positive relationship with other staff, parents and students.
10. Obtain and maintain necessary certifications.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED) plus extensive computer knowledge; or one to three years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of children, parents, or employees of the school organization.

**MATHEMATICAL SKILL:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

The employee should be able to use the following machines, tools, equipment, and work aids which may be representative, but not all inclusive, of those commonly associated with this type of work: pen, pencil, pointer, slate, stylus, projector, public address system, tape recorder, blackboard, chalk, charts, diagrams, examinations, manuals, maps, publications, reference books, textbooks, computers.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand, walk, sit, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, and taste or smell.

The employee must frequently lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**TERMS OF EMPLOYMENT:**

**260 days per year. Salary and benefits as per classified policy.**

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first thirty (30) days and then on an annual basis.**

*Revised 2/19/07*