



# COMPENSATION AND CLASSIFICATION

## PEMAYETV EMAHAKV CHARTER SCHOOL INSTRUCTIONAL TECHNOLOGY

### **QUALIFICATIONS:**

(1) High school diploma or equivalent. (2) Technical Training in computer electronics or a minimum of two years experience in computer installation/repair. (3) Satisfactory criminal background check and drug screening.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Under general supervision, the purpose of this position is to assist in the efficient operation of technology for the ultimate benefit of the district's educational and administrative functions, specifically with responsibility for installation, service and training needs. Employees in this classification perform technical work. Position is responsible for troubleshooting and repairing computer problems, software problems, peripheral devices, operating systems and network connections; setting up and configuring computers, training employees; and ordering and maintaining supplies and parts.

**REPORTS TO:** The Assistant Principal/Principal

**JOB GOAL** To assist in the efficient operation of technology for the ultimate benefit of the school's educational and administrative functions.

### **PERFORMANCE RESPONSIBILITIES:**

#### **Service Delivery**

- \*(1) Configures computers and trains employees in the usage of network, internet and district/tribe approved software, including but not limited to e-mail and office applications.
- \*(2) Sets up and tests new computers and software programs; installs peripherals.
- \*(3) Prepares paperwork, such as but not limited to, purchase orders, shipping documents and price quotes.
- \*(4) Performs network cabling (ethernet and fiber optics).
- \*(5) Answers the telephone and provides technical support; responds to questions and e-mail messages.
- \*(6) Inventories and maintains stock parts, and works with vendors to support users.
- \*(7) Perform additional duties specific to the department/program.
- \*(8) Demonstrate initiative in the performance of assigned responsibilities.
- \*(9) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- \*(10) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- \*(11) Ensure adherence to good safety standards.
- \*(12) Maintain confidentiality regarding school/workplace matters.
- \*(13) Model and maintain high ethical standards.
- \*(14) Maintain expertise in assigned areas to fulfill project goals and objectives.
- \*(15) Acquires A+ and Net + certification within the first 24 months of employment. In lieu of A+ and Net + certification, the completion of two college courses recommended or approved by the

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Employee's Initials

District with a grade of "C" or better within the first 24 months of employment. Acquires Gateway, Dell, IBM and other certifications as needed.

\*(16) Participate successfully in the training programs offered to increase skill and proficiency related to assignment. Inter/Intra-Agency Communication and Delivery

\*(17) Interface with other trades, teachers and administrators.

\*(18) Answer telephone in a courteous and professional manner.

\*(19) Keep supervisor informed of potential problems or unusual events.

\*(20) Exercise service orientation when working with others.

\*(21) Use effective, positive interpersonal communication skills.

\*(22) Serve on school committees as required or appropriate. Chairs the Winter Festival Committee

\*(23) Respond to inquiries and concerns in a timely manner. System Support

\*(24) Exhibit interpersonal skills to work as an effective team member.

\*(25) Follow federal and state laws as well as School Board policies, rules and regulations.

\*(26) Demonstrate support for the school district and its goals and priorities.

\*(27) Demonstrate initiative in identifying potential problems or opportunities for improvement.

\*(28) Prepare or assist in the preparation of all required reports and maintain all appropriate records.

\*(29) Participate in cross-training activities as required. Perform other tasks consistent with the goals and objectives of this position.

#### **PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently as needed to move objects.

**TERMS OF EMPLOYMENT:** 11 Month Position. Salary and benefits shall be paid consistent with the school's approved plan.

#### **EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the school's policy on evaluation of paraprofessional personnel.

I acknowledge that I have received the job description associated with my responsibilities and I understand the expectations of my position. I understand that should my performance not meet the expectations established by the school. I will receive written notice during a conference with appropriate administrative staff and will be given the opportunity to improve unless the infraction is of a serious nature which may include, but not be limited to, violation of Florida's Professional Ethics, insubordination, etc. I also understand that I am required to perform such other tasks and assume such other responsibilities as the principal/director may from time to time assign.

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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Employee's Initials