



Job Title: IT Project Technician **Wage/Hour Status:** Nonexempt
Reports To: Assistant Superintendent,
Technology and Information Services **Pay Grade:**
Dept. /School: Technology Department **Date Revised:** July 18, 2011

Primary Purpose:

Oversee the implementation and coordinate the Information System and Software Application Technology for district administrative and staff training.

Qualifications:

Education/Certification:

High school diploma or GED
Network + Certification
Database Management Training

Special Knowledge/Skills:

Knowledge of computer hardware and software applications
Knowledge of Informational Systems available for use in educational environment
Knowledge of database management and data conversions
Ability to communicate technical information to users in non-technical terms
Ability to work independently and as a team member
Ability to develop and deliver technology training to adult learners
Excellent written and expressive language skills
Strong organizational, communication, and interpersonal skills

Experience:

One year working experience planning IT projects. Three years Database Management

Major Responsibilities and Duties:

Planning, Implementation, and Administration:

1. Participate in the development of long range planning for the implementation of new Information Systems and Software Applications within the district.
2. Evaluation potential district or campus software applications prior to purchase to ensure network compatibility and functionality.
3. Oversee the planning, implementation, and training on Information Systems and Software Application for district administrators and staff.
4. Support and coach appropriate training staff.
5. Import, export, and manipulate data as needed.

Technical Support:

6. Keeping up to date with relevant systems, software and online training.
7. Assist with identifying and resolving conflicts arising over the creation, control and use of information systems and software applications.
8. Serve as liaison to outside vendors that provide support for district Information Systems and software applications.

Policy, Reports, and Law:

9. Archive data as necessary for future reference and storage.
10. Compile, maintain, and file all physical and computerized reports, records, and other documents required.
11. Comply with policies established by federal and state law, State Board of Education rule, and local board policy in the area of information technology.
12. Other duties as assigned.

Supervisory Responsibilities:

None

Working Conditions:**Mental Demands/Physical Demands/Environmental Factors:**

Maintain emotional control under stress. Frequent district wide travel. Occasional prolonged and irregular hours

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.