

**WILLCOX UNIFIED SCHOOL DISTRICT
480 NORTH BISBEE AVENUE
WILLCOX, ARIZONA 85643**

JOB DESCRIPTION

TITLE: IT Technician

QUALIFICATIONS: Educational training and/or experience in working with computers printers, servers, hubs, routers, and other technical equipment.

REPORTS TO: IT Director

JOB GOAL: The goal of the job is to:

- Work with the network administrator in installation of technical equipment,
- Train new teachers in the use of this equipment,
- Train existing staff on new applications of this equipment,
- Troubleshoot/repair any difficulties teachers may encounter while using this equipment,

PERFORMANCE RESPONSIBILITIES:

- Assist in maintaining district computer system
- Provide some group and individual training in the use of computer related technology equipment and application software for district staff to facilitate classroom use of appropriate technology to meet curricular and district goals.
- Install programs and program updates
- Perform computer troubleshooting
- Perform some network troubleshooting
- Provide primary technical/maintenance support for all district computers, either stand-alone or networked.
- Perform such other functions as may be required or assigned in the pursuit of increased/improved performance

PHYSICAL TASKS:

- Requires full range of body motion including walking, bending, kneeling and stooping.
- Requires medium lifting 20-50 pounds
- May require daily prolonged physical activity such as standing, walking and lifting
- May require operation of small tools or equipment
- Requires hearing and corrected vision in normal range necessary to perform required tasks

TERMS OF EMPLOYMENT:

- The school year, following the support staff yearly calendar
- 10 hours daily
- 12 sick leave days per year
- 2 personal days per year
- Grade 6 as per classified salary schedule

PAY:

The pay rate is depending on experience to begin, with adjustments predicated on increased responsibility as determined by the Classified Salary Committee or administrative review.

EVALUATION:

Performance of this job will be evaluated in accordance with the board's policy on evaluation of professional staff (GDO).