

**PLYMOUTH COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION**

JOB TITLE: Class III – IT Technician / Secretary

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

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

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

1. Understands the operation of technology equipment.
2. Is familiar with old technologies and new technologies appropriate to education and suited to Plymouth Community School Corporation
3. Checks tape back-ups and maintenance on student management system daily.
4. Complete inventory paperwork on all technology as well as repair paperwork.
5. Downloads latest files for filtering software weekly.
6. Assist teachers in utilization of computer technologies.
7. Conducts monthly procedures on building servers.
8. Maintains a positive relationship with other staff, parents, and students.
9. Conducts annual preventative maintenance and cleaning of computers.

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.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid state driver's license - operator permit

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