

Job Description
La Porte Community Schools

JOB TITLE: Media Technician I

IMMEDIATE SUPERVISOR: Director of Technology

SUMMARY: Responsible for the maintenance and repair of computers, computer systems, computer networks, and computer-related equipment. Assists with technical design, organization, and interconnection of computers, related equipment, and software.

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

1. Install, configure, and maintain hardware systems.
2. Establish and communicate protocols and procedures for hardware.
3. Work with building administrator and teachers to establish and assure compatibility of all systems and software.
4. Participate in professional growth activities such as workshops, conferences, planning and research projects, and well as reading of professional publications and manuals.
5. Follow standards, specifications, protocols, and procedures for hardware, Internet, E-mail, and WAN/LAN.
6. Provide expedient on/off site computer and related technology trouble shooting, repair, and maintenance on a daily basis.
7. Establish and maintain a working relationship with vendors and outside repair technicians to determine quickest service and best prices for repairs and replacement parts.
8. Suggest appropriate vendor for most cost-effective (time and money) outside services when necessary.
9. Keep current on all computer and related technology and offer information to schools, Technology and Media staff, and director to help improve planning and implementation of services.
10. Secure quotations for the purchase of new parts and equipment as it pertains to computer and related technology.
11. Assist in moving all equipment and reinstallations between rooms, buildings, or special installations.

12. Communicate immediately with Technology and Media office and the staff of effected building(s) any equipment failure, and provide an estimate of down time so that appropriate planning can be done.
13. Maintain a repair shop, appropriately stocked for expedient repairs.
14. Pull wire and cable for computer and communications networks.
15. Install, maintain, and support approved software.
16. Be informed of changes in power requirements for equipment and make recommendations to Maintenance for proper electrical needs and protections.
17. Assist in the receiving, processing, inventorying, and delivering of new equipment.
18. Help establish a budget for operation.
19. Maintain a record of all work done.
20. Assist in the maintenance of inventory of computers, peripherals, parts, tools, and equipment.
21. Assist in determining which equipment no longer justifies repair.
22. Provide training where needed.
23. Perform all other duties assigned by the Technology and Media Director.

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. Technical knowledge of computers.

LANGUAGE SKILLS:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to school administrators, faculty, students, school board, and the general public.

MATHEMATICAL SKILL:

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

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 sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk.

The employee must regularly lift and/or move up to 40 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 quiet.

TERMS OF EMPLOYMENT: Twelve-month (261-day) calendar. Salary to be determined by the board.