

**CAMDEN ROCKPORT SCHOOLS  
JOB DESCRIPTION**

**INFORMATION TECHNOLOGY SUPPORT TECHNICIAN**

**QUALIFICATIONS:**

1. High School Diploma or equivalent
2. Technical skills applicable to a range of systems and tasks

**DESIRED QUALIFICATIONS:**

1. Post-secondary education in related field
2. Familiar with systems utilized by the school district.
3. Demonstrated capacity to be self-directed and organized.
4. Demonstrates excellent interpersonal skills with the ability to work collaboratively, fosters teamwork and professionalism, demonstrates professional presence, and maintains effective working relationships with a diverse staff and clientele.

**REPORTS TO:** Director of Information Technology

**JOB GOAL:** Support the district's information technology infrastructure to promote the educational development of all students and the effective performance of school personnel.

**PERFORMANCE RESPONSIBILITIES:**

1. Installs and performs maintenance on districts systems.
2. Orders, receives and installs parts.
3. Troubleshoots issues as reported by students and staff.
4. Maintains an inventory of District's IT-related property.
5. Remains current with changes in technology as it relates to education.
6. Provides support for Director of Information Technology and Technology Systems Coordinator.
7. Performs other duties as assigned by supervisor.

**LEGAL AND ETHICAL DUTIES**

1. Maintains confidentiality about all aspects of student performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures establishes by the district.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards.
6. Hold a valid/current Driver's license.
7. Ability to travel to all school buildings and District office(s).

To perform this job successfully, an individual must be able to perform each duty and responsibility

satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ESSENTIAL FUNCTIONS:**

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, stooping, and lifting of 50 pounds on a regular basis, occasionally more.
5. Demonstrate the ability to communicate effectively.

**TERMS OF EMPLOYMENT:** As specified in contract

**EVALUATION:** Performance of this job will be evaluated in accordance with this document, and the building administrator

**History:** Approved: 06/13

Approved: January 20, 2021