



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Position Title:	IT Technician-CTE	Location:	Technology
Reports To:	Technology Supervisor	Supervises:	None
Classification:	Support	Status:	Full-time
FLSA Status:	Non-Exempt	Benefit Eligible:	Yes
Work Year:	12 months	Salary:	see husd.org website

Education and Experience Requirements

- High school diploma or equivalent required.
- Two-year degree in Computer Information Systems preferred.
- Minimum of one-year experience/training in hardware/software support in an educational or corporate network environment.
- Minimum of one year experience/training in the field of computer systems to include but not limited to: computer operating systems, business and educational software (Microsoft Office, Google Docs), computer hardware, peripheral and software configurations, troubleshooting hardware, peripherals, software and network connectivity issues, end-user support (in person, remotely, and on the telephone) and Network cabling standards.

Certificates and Licensure Requirements

- Valid Arizona Driver's License; with good driving record
- IVP fingerprint clearance card through AZ Department of Public Safety

Summary

- Under the direction of the Technology Supervisor, performs a variety of duties related to District-wide operation of computer systems; installs and maintains computer applications, and provided computer hardware and peripheral support; assists as needed in daily operations of the technology department; and performs related work as required; keeps district staff informed and up-to-date on software and hardware changes, developments, etc.; assists the Technology Supervisor in the management of information systems security, and orients users to new systems and procedures.

Qualifications

- Operation of routine office equipment
- Ability to work effectively without direct supervision.
- Good health, physical stamina, fitness, and vitality
- Communicates effectively both orally and in writing; demonstrates good interpersonal skills.
- Establishes and maintains cooperative and effective working relationships with others.



LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

Human Resources Department

Responsibilities and Requirements

- Provides desktop support for various computer platforms; inclusive of Microsoft Windows, Apple Mac OS, Apple IOS, and Google Chrome OS
- Performs imaging of computer systems
- Troubleshoots hardware, peripheral, software and basic network connectivity problems.
- Repairs computer hardware/peripherals on various systems to reduce interruptions during regular school/business day.
- Configures workstations for basic network connections.
- Performs preventative maintenance to maintain optimal system performance.
- Maintains inventory of all computer equipment and peripherals
- Manages time effectively between multiple sites while working independently with minimal supervision.
- Prioritizes incoming jobs.
- Technical advisor to CTE staff to identify technical needs for software and hardware.
- Provide formal technical assessments used to identify end of life software and hardware for decommission.
- Research and identify replacement software and hardware to support CTE objectives for existing and future classroom needs.
- Obtain quotes used for the purchase of CTE specific software and hardware purchases.
- Perform replacement of CTE computers, electronic visual displays, and associated peripherals
- Prepare system images for all CTE specific computers for staff and students.
- Maintain software specific to CTE Department
- Perform inventory of all CTE technology equipment and report to CTE Coordinator
- Recycle end of life equipment in accordance with LHUSD policies
- Available for after-hours emergency issues related to CTE Department
- Meet with CTE Coordinator and office staff on a regular basis to discuss CTE needs/testing/certifications.
- Serves as a resource to administrators, teachers, and staff; provides training to end users.
- Perform other duties as assigned by the administrator.

Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 50 pounds.
- Bends, stoops and climbs
- Climbs to various heights and works in confined spaces.
- Operates large and small power-driven machinery or equipment.

Other Information:

- Flexible scheduling may be required.

EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.