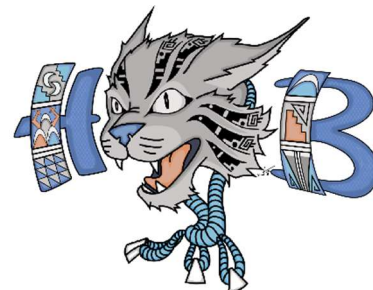


Hotevilla Bacavi Community School

POSITION DESCRIPTION

Approved: March 13, 2026



TITLE: Information Technology Technician	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITY: To maintain and oversee the overall operation of the school's technology structure and coordination.

I. QUALIFICATIONS

1. Must have an AA degree in Computer Science or equivalent;
2. Required two (2) years of experience in working with computers or related field;
3. Must have knowledge and experience in computer set up, maintenance and operation;
4. Must have knowledge and experience in web development, communication network (internal and external), and design;
5. Required experience with diverse populations, specifically Native Americans;
6. Experience with teacher collaboration teams or teamwork a must;
7. Computer literature and experience with computer applications and technology based assessments (Microsoft Word, Excel, Outlook, Power Point, MDS's Core and Supplemental Curriculum);
8. Required valid Driver's License, First Aid/CPR Certificate;
9. Must pass state, federal and local criminal background checks
10. Must in their background reference check, demonstrate successful, positive, multi-year employment and performance of duties at each of the last three (3) employment positions.
11. Excellent communication skills; ability to communicate and work well with staff, students, parents, and community;
12. Hopi/Native American Preference.

II. RESPONSIBILITIES

1. Responsible for development of HBCS internet use guidelines and procedures;
2. Assist in server maintenance and connectivity for desktops and laptops for staff and students;
3. Responds to inquiries and requests for assistance with the organization's computer systems i.e. interactive boards, On Call Phone System, NASIS, and PCs;
4. Support staff and students in use of information/media technology;
5. Maintains area network, hardware, troubleshoots and installs software, trains others in use of practical hardware and software;
6. Assists with inventory of all equipment and major software programs;
7. Assists in data communication between servers and terminals, printers, etc.;
8. Oversees the technology aspect of the computerized system to support HBCS's curriculum;
9. Identifies computer problems, troubleshoots and provides advice to assist users;
10. Monitor system users to regulate guidelines and security awareness;
11. Will make collaborative efforts to assist in reaching school improvement goals.
12. Provide training to staff on access and use of technology equipment, software and platforms relevant to the classroom.
13. Promoting test preparation through the instruction of technology skills included in adopted assessments including BIE summative assessments.
14. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attends staff meetings and all required school in-service program activities.
2. Serves on committees as requested.
3. Be responsible for own involvement as a contributing member involving group decisions and the development of positive, cooperative building environment.
4. Be responsible for following accountability procedures; know and observe Board policies and regulations.
5. In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of duty.
6. Provides Quality Customer Service.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board