



Flour Bluff Independent School District Job Description

JOB TITLE: Campus Technologist

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 197

REPORTS TO: Technology Administrator

DATE REVISED:12/06

PRIMARY PURPOSE:

- To perform advanced and routine computer, and peripheral support functions within campus instructional areas.

QUALIFICATIONS:

Education Required:

- High School Diploma or G.E.D.

Education Preferred:

- Associate degree in a related field

Experience Required:

- Two years of advanced technical support functions
- Two years of advanced operation of computer systems
- Must pass qualifying exam

Experience Preferred:

- Four years of advanced technical support functions
- Four years of advanced operation of computer systems

Personal:

- Advanced knowledge of computer functionality
- Advanced knowledge of computer networking
- In-depth knowledge of desktop computer application setup
- Effective organizational, communication, and interpersonal skills

MAJOR RESPONSIBILITIES AND DUTIES:

1. Assists in the setup and maintenance of district computer and peripheral hardware and software.
2. Relocates computers and peripherals throughout the district.
3. Acts as a liaison between district and Technology Department.
4. Maintains an inventory of district hardware and software.
5. Assists with the procurement of equipment and parts related to area.
6. Projects a pleasant and friendly personality, which exhibits maturity and self-control.
7. Demonstrates ability to communicate in both an oral and written manner.
8. Demonstrates punctuality and dependability in performing position responsibilities.
9. Adheres to proper channels when communicating ideas, problems, etc.
10. Adheres to Professional Ethical Standards in relationship to students, teachers, parents, peers, administrators, and support personnel.
11. Participates in staff development and professional growth activities.
12. Projects a professional image through demeanor and dress.
13. Undertakes additional duties as assigned.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Computer and peripherals; standard office equipment

Posture:

Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion:

Frequent repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting:

Occasional light lifting and carrying (less than 15 pounds)

Environment:

Work is performed in an office setting; may require irregular and/or prolonged hours

Mental Demands:

Maintain emotional control under stress, work with frequent interruptions

The above statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list.