



Flour Bluff Independent School District Job Description

JOB TITLE: Lead District / High School Technician

WAGE/HOUR STATUS: Nonexempt

NUMBER OF DAYS: 227

REPORTS TO: Director of Technology Operations

DATE REVISED: 04/25

PRIMARY PURPOSE:

- Serves as the lead responsible for overseeing the work activities of all FBISD Campus Technicians, along with serving as a secondary High School Technician.

MINIMUM QUALIFICATIONS:

Education/Certification/Special Knowledge/Skills:

- Proficiency in Microsoft Windows, Google Workspace, Active Directory and Microsoft Office software such as Word, Outlook, Excel, etc. Familiarity with virtual and remote desktop applications.
- Familiarity with a variety of networking and personal computer software.
- Ability to troubleshoot and perform routine maintenance on computers and peripheral equipment.
- Ability to communicate information to faculty, students, staff, and the public in a clear and concise manner.
- Ability to perform physical tasks such as lifting and moving up to 30 pounds.

Experience:

- Minimum of five years of computer support experience, or a combination of education and experience commensurate with the requirements of this position.

MAJOR RESPONSIBILITIES AND DUTIES

- Serves as a secondary High School Technician along with serves the role of the lead technician for all FBISD sites and provides first level technical support to users in the CTE program.
- Supports and coordinates all IT related issues pertaining to the CTE program.
- Responds to trouble calls on equipment or applications, diagnoses problems, and provides local or remote testing and support.
- Communicates with students, staff, and other support personnel to identify and resolve problems and provides technical advice to technology users.
- Implements systems to ensure ongoing technology maintenance and enhancements.
- Assists with technology planning and implementation including researching hardware and software applications, classroom design, standards development, and documentation.
- Evaluates requests for information technology services and assists in the development of proposals for procurement of information systems or services.
- Coordinates work by scheduling assignments and directing the work of other Information Technology Technicians.
- Assures the quantity and quality of the workflow is in adherence to established methods and procedures.
- Oversees all FBISD Campus Technicians and student employees.
- Performs other related tasks as required.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used:

Personal computer and peripherals; standard instructional equipment.

Posture:

Prolonged standing; frequent kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion:

Frequent walking

Lifting:

Regular light lifting and carrying (less than 15 pounds); may lift and move textbooks and classroom equipment

Environment:

Work inside, may work outside, regular exposure to noise

Mental Demands:

Maintain emotional control under stress; work prolonged or irregular hours

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