# International Leadership of Texas

The mission of ILTexas is to prepare students for exceptional leadership roles in the international community by emphasizing servant leadership, mastering the English, Spanish, and Chinese languages, and strengthening the mind, body and character.

**Job Title:** Campus Technician

**Exemption Status/Test:** Non-exempt

**Reports to:** Principal

**Date Revised:** December 6, 2024

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Perform on-site technical work to install and maintain computer equipment and network and software applications throughout the district or at assigned campus. Respond to work order requests by diagnosing and repairing network and computer hardware.

**Qualifications:**

**Education/Certification:**

- High school diploma or GED
- Clear and valid driver's license
- Various technical certification a plus

**Special Knowledge/Skills:**

- Knowledge of computer workstation setup (*identify requirement*–i.e., Novell workstation)
- Knowledge of computer hardware and software applications
- Ability to install, maintain, and repair computers and peripherals
- Ability to install and maintain network cables and hardware
- Ability to diagnose problems and perform repairs

**Experience:**

- One year of work experience installing, maintaining, and repairing computers and peripherals

**Major Responsibilities and Duties:**

**Technical Support**

1. Install, configure, maintain, and upgrade computers and peripherals, network cabling, and network peripherals throughout the district. Relocate computer hardware, peripherals, and equipment as needed.
2. Provide technical assistance to users of computers, instructional equipment, and software. 3. Install and configure application and operating system software and upgrades.
4. Assist with the installation, maintenance, troubleshooting, and repair of data communications circuits and equipment.
5. Assist with the organization and distribution of technology-based material for classroom use.

**Equipment Repair and Maintenance**
6. Diagnose and repair network connectivity and hardware issues, including printers, terminals, and personal computers.
7. Remove old equipment and perform data migration to new machines.
8. Service equipment according to established preventive maintenance schedule. Maintain accurate updated records of preventive maintenance.
9. Maintain accurate records of time and materials required to perform repairs and service.
10. Ensure technology equipment in classrooms, instructional labs, and campus administrative offices meet the district standard of safe student instructional and staff working environment.
11. Analyze, resolve, or report complex PC and peripheral LAN/WAN connectivity failures/issues to the appropriate personnel.
12. Configuring PC, touchscreen devices, and other technology equipment to district wireless LAN.
13. Provide excellent customer technical and non-technical communication with follow-up/follow-through techniques.

**Inventory**
14. Maintain accurate inventory of hardware, software, and other equipment and material at assigned site(s).
15. Identify, request, and control the inventory of repair parts.

**Other**
16. Compile, maintain, and file all physical and computerized reports, records, and other documents.
17. Comply with policies established by federal and state law, State Board of Education rule, and local board policy.
18. Comply with all district and campus routines and regulations.
19. Follow district safety protocols and emergency procedures.
20. Respond to after-hours emergencies as needed.

**Additional Duties:**
**21. Any and all other duties as assigned by immediate supervisor.**

**Supervisory Responsibilities:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Hand tools and test instruments for electronic repairs and cable installations; personal computers and peripherals; small truck or van
**Posture:** Prolonged sitting and standing; regular kneeling/squatting, bending/stooping, pushing/pulling, and twisting
**Motion:** Repetitive hand motion; frequent keyboarding and use of mouse; regular walking, grasping/squeezing, wrist flexion/extension, reaching; may climb ladders
**Lifting:** Moderate lifting and carrying (up to 44 pounds); occasional heavy lifting (45 pounds and over)
**Environment:** Exposure to electrical hazards; occasional prolonged and irregular hours; frequent districtwide travel; May be required to be on-call 24 hours a day.
**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress
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