

PERSONNEL VACANCY

Edwardsville Community Unit School District #7

FY: 19-077

DATE: January 24, 2019

POSITION DESCRIPTION

Job Title
INFORMATION SYSTEM & SERVICES TECHNICIAN
Level 1

Location:

Edwardsville School District

Job Description:

See Reverse
Installs, modifies & makes repairs to personal computer hardware and software systems, and provides technical assistance and training to system users.

Terms:

12 month position

Hours:

Full-time - 40 hours per week – flexible schedule as determined

Salary:

To be determined

Qualifications Required:

- *Associates degree/program certificate or
- *Two to four years related experience and/or training or
- *Equivalent combination of education and experience
- *Experienced in TCP/IP
- *Knowledge of Windows 7 and 8 and security setups

Contingent Upon:

Board approval

Closing Date for Application:

January 31, 2019 or until filled

Print Application and Submit to:

www.ecusd7.org/departments/personnel
Application/Forms; Technology

Dr. Nancy Spina
Assistant Superintendent/Personnel
Edwardsville Community Unit School District 7
708 Saint Louis Street
Edwardsville, IL 62025

The Edwardsville Community Schools offer employment without regard to race,
Color, creed or religion, age, sex, national origin, or handicap

PLEASE POST

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IS & S Technician

RESPONSIBILITIES:

1. Support building and classroom computing and audio visual systems including all desktop, laptop, printers, peripheral devices connected and/or used with the computing platform, network connectivity, Interactive Whiteboard systems, and online educational systems and resources.
2. Installs or assists service personnel in installation of desktop, laptop, or tablet computers; including staging the Operating System, device drivers, software applications, network configuration and peripheral devices
3. Strong ability to troubleshoot, identify and resolve issues related to integrated system of computer, Interactive Whiteboard systems, software, and wireless devices used in conjunction with these systems(Bluetooth and WiFi)
4. Enters commands and observes system functions to verify correct system operation
5. Installs, modifies and makes minor repairs to audio visual hardware
6. Instructs and supports end users in the use of equipment, software applications and functionality
7. Coordinates with other IS&S staff members on installations and large scale projects
8. Provides updates, status, and completion information to manager, problem request tracking system, and/or users via voice mail, email, or in-person communication
9. Refers major hardware problems to Assistant Director or Director of IS&S
10. Travels between district sites to perform the above listed duties and responsibilities
11. Other duties as assigned by Supervisor/Administrator

QUALIFICATIONS:

1. Superior work habits and ethics
2. Ability to install, modify and make minor repairs to personal computer hardware and software systems
3. Has training/experience in TCP/IP
4. Has knowledge/experience with Windows 7 and 8, Microsoft Office (Word, Outlook and Excel), Apple iOS and Android Operating Systems and security setups
5. Ability to provide technical assistance and training to system users
6. Ability to perform duties as outlined