

Hunters Point Boarding School, Inc.



Position Description SY 2023-2024

POSITION TITLE:	IT Technician	CONTRACT TERM:	12 Months
SUPERVISOR:	Principal	CLASSIFICATION:	Non-Exempt
SALARY:	Classified	DATE APPROVED:	6/13/2023

PRIMARY RESPONSIBILITY:

Manages all aspects of the IT department at HPBSI including day to day operations. Provide technical support to staff and students concerning hardware, software, and networking problems.

QUALIFICATIONS:

1. 60 college credit hours or AA degree and one (1) year experience.
2. High School diploma and three years' related experience in computer networks and systems maintenance is required.
3. Serves as an advisor to school staff for general technical issues.
4. Provide basic on-going technical support to school staff and students.
5. Must work well with students of all ages and varying learning levels.
6. Good knowledge of the troubleshooting and operation of computer hardware and common software applications such as Microsoft Office.
7. Ability to work with minimal supervision and organize workload.
8. Must have excellent interpersonal and customer service skills, be able to listen, understand and analyze problems.
9. Knowledge and experience in Smart Board training and troubleshooting is preferred.
10. Knowledge and experience in Web Page Design is preferred.
11. Knowledge and experience in Infinite Campus Enhanced Teacher Tools and NASIS is preferred.
12. Must be able to operate and maintain computers, printers, servers, Smart Boards, and other equipment used by the school.
13. Have or be able to obtain First Aid/CPR Certification, Defensive Driving- GSA certification, and a Food Handlers Permit upon hire.
14. Pass a comprehensive background check by meeting the minimum standards of character as defined by the Indian Child Welfare and Protection Act.
15. The ability to communicate in Navajo is recommended.
16. Meet the minimum physical requirements.
17. Possess a valid Driver's license with insurable driving record.

RESPONSIBILITIES AND DUTIES:

1. Must provide professional technical support to users concerning hardware, software, and network problems.
2. Provides training to staff, as necessary.
3. Monitors Internet access by students and staff to ensure appropriate use.

4. Work with academic and administration staff in obtaining media materials.
5. Work with Registrar to update and complete student academic records.
6. Develops, implement, evaluate, and oversee the school-wide Technology Plan including administrative applications.
7. Assists with E-Rate plans.
8. Keeps current on innovative technologies, grant opportunities, and other sources of revenue.
9. Prepare and support technology for online testing.
10. Troubleshoot and repair minor computer and peripheral equipment problem/issues.
11. Support school users with network access issues and resets passwords as needed.
12. Maintain technology inventory records for the school.
13. Exhibit professional competent standards and behavior expected of staff at Hunters Point Boarding School, Inc. in accordance with the HPBSI Policy and Procedures Manual.
14. Exhibit cultural sensitivity and respect for all individuals at Hunters Point Boarding School, Inc.
15. Comply with all provisions in the HPBSI Policy and Procedures Manual and any duly adopted Governing Board amendments, directives, and policy modifications.
16. Promote and protect the safety and welfare of all Hunters Point Boarding School, Inc. students, staff, and stakeholders.
17. Report any problems that may be a threat to the safety and wellbeing of HPBSI students, staff, stakeholders, or visitors.
18. Use and maintain any HPBSI property or equipment in good working order and report any problems to the appropriate supervisor.
19. Be knowledgeable and participate in guidelines stated in the HPBSI Re-entry Plan, and Continuity of Operations Plan (COOP) as necessary.
20. Maintain confidentiality as outlined in the HPBSI Policy and Procedures Manual.
21. Perform additional duties as assigned.

PERSONNEL EVALUATION:

The performance of this position will be evaluated in accordance with provisions from the HPBSI Policy and Procedures Manual. This position description is subject to review and change as approved by the Governing Board. This position is based on funds available.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read and understand this position description. I agree that I will perform these duties and responsibilities and that I meet the minimum qualifications.

NAME

DATE