

School District No. 21 of Maricopa County, Arizona
MURPHY ELEMENTARY SCHOOLS

POSITION DESCRIPTION

POSITION:	Intervention Technician
QUALIFICATIONS:	<ol style="list-style-type: none">1. High School diploma required or equivalent, Associates degree preferred, technology certifications are a plus.2. Experience with technical support of: Microsoft, Apple, and/or Linux based computers (Windows 2000/XP+, OSX10.5x+, Linux OS).3. Experience with various end user applications to include: Microsoft Office, Apple iWork/iLife, Open Office, Scholastic software (R180, SRI, RC), Pearson Waterford Early Reading software, Rosetta Stone, etc.4. Ability to maintain effective working relationships with District Staff.5. Must possess strong communication and teamwork skills, including the ability to provide intervention technology hardware and software support for end users with varying skill levels.6. Ability to work in a fast paced, constantly changing environment, with minimal supervision, exhibiting attention to detail in all work performed.7. Must have a demonstrated interest in the entire educational process.8. Must possess a valid Arizona driver's license.
SUPERVISED BY:	Director of Information Systems
SUPERVISES:	No one
POSITION GOAL(S):	Provides intervention hardware/software support and training to District staff and students on computers, software, related peripherals, assessment systems, course software, web-based applications, and instructional video resources. Assists end users with troubleshooting and models proper usage of intervention hardware and software. This position provides the first level of technical support and basic training for intervention hardware and software applications of the Information Systems Department.
PERFORMANCE RESPONSIBILITIES:	<ol style="list-style-type: none">1. Acts as department's initial point of contact for district technology users to provide intervention hardware, software, and application training support.2. Explain and demonstrate proper software, peripheral, and computer usage to end users as related to their successful instructional use of intervention hardware and software.3. Provide installation support of approved intervention hardware and software to meet district educational goals and objectives.4. Assists with district technology asset inventory tracking and maintenance.5. May perform other tasks as assigned by departmental Director.
PHYSICAL REQUIREMENTS:	Involves extensive sitting, standing, walking, stooping/bending, some lifting up to 50 lbs.
TERM OF EMPLOYMENT:	11 months, 40 hours per week, full benefits
EVALUATION:	Performance will be evaluated annually in accordance with the provisions of the Board Policy of the evaluation of Classified Personnel.
RANGE:	9.0