POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>Microcomputer and Electronic Technician/ Special Education Technology Technician (50% of each position)</th>
<th>SUPERVISOR:</th>
<th>Technology Repair Support Supervisor</th>
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</thead>
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<tr>
<td>DEPARTMENT:</td>
<td>Information Technology Department</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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I. Accountability Objectives:
To provide maintenance and repair of audiovisual, electronic and microcomputer equipment in the school district. To assist the Audiovisual and Electronic Technician and the Executive Director of Technology with service and maintenance of specialized equipment such as public address systems; responsible for acquisition of parts, and special projects.

II. Position Characteristics:

Salary: On Schedule
Length of Contract: 12 Months

III. Position Relationships:

Supervisor: Technology Repair/Support Supervisor
Coordinates with: Media Department Staff; District Staff
Type of Coordination: As directed by administrator or others with coordination responsibilities.

IV. Position Qualifications:

A. Desired Qualifications:
Graduation from an electronic training course; minimum of two years of experience in the maintenance of AV, TV, (possible, but lower priority). Focus on microcomputer or related electronic equipment; some training or experience in VCR repair. A+ certification or other computer repair certifications as necessary are desired and may be set as a condition of long-term employment.

B. Special Requirements:
1. Knowledge of the theory, circuitry, and principles of electronics, including reading schematic diagrams.
2. Knowledge of the techniques and tools associated with electronics repair.
3. Knowledge of the standard diagnostic and repair procedures utilized to service equipment.
5. Knowledge of and ability to troubleshoot and provide general maintenance for microcomputers and peripheral equipment.
6. Ability to work with basic machine shop tools.
7. Ability to adapt to many improvements and changes in modern electronic equipment.
8. Willingness to attend service schools when necessary.
9. Ability to establish and maintain good working relationships.
10. Ability to maintain good service records.
11. Ability to work independently within buildings throughout the district to provide complete and satisfactory repair of equipment and/or systems.
12. Ability to lift objects up to 50 lbs.
V. Position Responsibilities:

A. Checks, services, and provides general maintenance for microcomputers, disk drives, monitors, printers and other peripheral equipment.

B. Provides service and maintenance of standard audiovisual equipment such as projectors, tape recorders, record players, etc. (lower emphasis)

C. Provides service and maintenance of electronic equipment, including TV receivers/monitors, videotape recorders, and cameras.

D. Installs coaxial cable and closed circuit TV equipment.

E. Provides maintenance of public address systems and sound systems.

F. Support, maintain and troubleshoot network electronics and wiring.

G. Orders parts as necessary to repair equipment.

H. Physical installation of new equipment.

I. Performs other related activities as assigned.

J. Special services related to support of Special Education:
   1. Troubleshoot special education software problems.
   2. Assure compatibility of special application software.
   3. Load software/drivers at sites.
   4. Respond to assistive technology recommendations by setting up equipment for accessibility, addressing problems with peripherals in computer labs and at work stations.
   5. Review software proposals to assure efficacy and practical applications.
   6. Providing small scale training with assistive technology applications.
   7. Providing other support for Special Education as needed.

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