

**TITLE**

*Educational Technology/Technician/Web Design*

**ESSENTIAL FUNCTIONS**

- Help with technology issues at the school and district level.
- Troubleshoot computer issues.
- Maintenance of computers.
- Maintenance of printers.
- Setup new computer systems.
- Order computer software and hardware.
- Educational technology training (i.e., Smartboard, Interwrite Board, Kidspiration/Inspiration, Attendance/Gradebook, etc.)
- Maintaining the Fentress website and helping with school websites.
- Assist with data entry for attendance.
- Assisting teachers with Grade book issues.
- Troubleshooting and maintaining the network.
- Take calls and request from teachers with computer issues.
- Fill request for ink and miscellaneous computer parts.
- Interactive whiteboard setup (projector, laptop, whiteboard, etc.)
- Installation of software programs on servers.
- Setting up Web-ex training.
- Various other technology duties and responsibilities.
- Utilization of laptop cart.