

# SEMINOLE COUNTY PUBLIC SCHOOLS

## Job Description

### TECHNICIAN, Integrated Learning Systems

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Proficiency in the maintenance and utilization of Computer Based Integrated Learning Systems.

**REPORTS TO** Principal

**SUPERVISES** No supervisory duties

#### POSITION GOAL

*To provide technical and program assistance to users of a Computer Based Integrated Learning Systems.*

#### PERFORMANCE RESPONSIBILITIES

- \* Troubleshoot computer workstations on site and at remote stations, which operate on a single systems host.
- \* Perform routine preventive maintenance as specified by device manufacturers and installation standards.
- \* Log and track down time, service calls, and equipment malfunctions.
- \* Maintain student enrollment deletions and change data.
- \* Maintain current knowledge regarding operating characteristics and requirement of peripheral devices.
- \* Perform required set-up and takedown functions expeditiously and effectively.
- \* Assist with scheduling students into the lab.
- \* Assist with developing student reports and student activity sheets using the courseware's management system.
- \* Assist teachers and students with academic remediation courseware.
- Perform other duties as assigned by the Principal.

*\*Denotes essential job function/ADA*

#### TERMS OF EMPLOYMENT

##### PAY GRADE

District Salary Schedule  
**C-C2 \$24,252 - \$43,066**  
M-10 D-196 H-1470.0

##### POSITION CODES

PeopleSoft Position **TBA**  
Personnel Category **13**  
EEO-5 Line **48**

Function **6500**  
Survey Code **65033**  
Job Code **1698**

##### ADA CODES

2 **TBA**  
3 **TBA**  
4 **TBA**

##### BOARD APPROVED

July 12, 1994