Eastford School District
Job Description and Performance Responsibilities

Position Description: Technical Troubleshooter

Desired Qualifications: Skilled at solving or anticipating technical difficulties
                              Demonstrated success with promoting new
                              technologies
                              Course work and/or training in related areas preferred

Reports to: School Principal

General Description: The Technical Assistant/Troubleshooter will interact
                              with the Network Administrator, Staff and
                              Administration to share protocols and solve minor
                              technical problems

Terms Of Employment: Annual appointment

Performance Responsibilities:
Responsibilities of the Technical Assistant/Troubleshooter include but are not
limited to:

1. Provides general computer/iPad technical assistance and troubleshooting
   support to staff and students.
2. Oversees the use of equipment such as laminator and Ellison machine.
3. Holds regular office hours for consulting with staff.
4. Stays current with SmartBoard and videoconferencing software and syncing.
5. Writes up directions for frequently asked questions.
6. Performs any pertinent duties as assigned by administration.

12/17/13